



*PY16 Policy Training*

July 20, 2016

Minnesota Department of Commerce  
Division of Energy Resources

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# Logistics

- Sign-in, folders, name tags
- Coffee
- Restrooms
- Phones on vibrate or silent
- Please refrain from playing Pokémon Go;)



*Introduction & PY15 Review*

*Jake McAlpine*

Minnesota Department of Commerce  
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# Introduction

- Logistics
- Welcome & introductions
- Leadership & staffing updates
- Purpose & agenda
- Review PY15

# Welcome & Introductions

- Name
- Organization
- Role
- Years working with the WAP

# Leadership Changes

- Commerce – Michelle Gransee, SEO manager, Clean Energy & Programs (formerly held by Janet Streff)
- USDOE – Dave Reinhold, Program manager (formerly held by Bob Adams)
- NASCSP – Ray Judy, Energy services director (formerly held by Katrina Metzler and Bob Scott)

# MN State WAP Team

- Bill, Jessica, & Michelle: oversight
- Jake: program coordinator
- Jodi: team lead
- Dean, Ivan, and Bill: field monitors
- Brian: administrative monitor
- Ben: training
- Jana: fiscal
- Steve: data

# PY16 Policy Overview Goal

- Review PY15 monitoring results
- Provide PY16 updates on :
  - REEGP
  - Required policy changes
  - Monitoring expectations
  - Trainings opportunities

# PY16 Policy Overview Goal

## Channeling Michelle:

- *To provide ongoing clarity, consistency, and communication*
- Process based approach with the idea of steady continual improvement
- Growth mindset vs. Fixed mindset

# PY16 Policy Overview Agenda

- **Introduction & PY15 Overview (Jake)**
  - Spending
  - Households Served

# PY16 Policy Overview Agenda

- **Renewable Energy Equipment Grant Program (Dean)**
  - Technology review
  - Pilot project update
  - How to access funds

# PY16 Policy Overview Agenda

- **Policy Updates (Jodi & Jake)**
  - Reasons & approach
  - Section by section update
  - Role of appendices & reference materials
  - Layout of Commerce website

# PY16 Policy Overview Agenda

## LUNCH

# PY16 Policy Overview Agenda

- **PY15 Monitoring (Jodi, Ivan, & Jake)**
  - Analysis of field monitoring results
  - Comparison of PY14 & PY15 data
  - Review common issues
  - Photos of specific measures
  - Administrative monitoring review and trends

# PY16 Policy Overview Agenda

- **PY16 Monitoring Expectations  
(Brian, Bill, & Dean)**
  - Changes to field monitor approach
  - Review of monitoring process
  - WA desk monitoring/reports
  - Administrative approach & monitoring tool

# PY16 Policy Overview Agenda

- **Training & Technical Assistance (Ben)**
  - Purpose and goals of training
  - Review of PY15 T&TA activities
  - PY16 tier 1 & 2 training updates

# PY16 Policy Overview Agenda

- **Feedback (Jake)**
  - Time to individually reflect on today's updates
  - Small and large group dialog
  - Evaluations
  - Thank you!

# PY15 Review

## Ch Ch Ch Changes...

- Staffing changes (federal, state, & local)
- SWS
- QCI process
- Tier 1 & 2 trainings
- Restructured MN WAP Policy Manual
- WA 8.10

# PY15 Review

- Introduction of the SWS
  - Variances
  - New MN Field Guide
- QCI Process
  - Required certification
  - File review, emphasis on feedback

# PY15 Review

- Tier 1 & 2 trainings
  - QCI – Inspectors
  - EA – Auditors
  - CL – Crew leaders
  - RI – Crew members
- Restructured MN WAP Policy Manual
  - Focus on consistency & clarity
  - Formatted to mirror the WX process
  - Use of appendices (policy vs procedure)

# PY15 Review

- WA 8.10
  - LED lighting
  - ASHRAE
  - Work order functionality
  - CAZ updates
- Other changes?

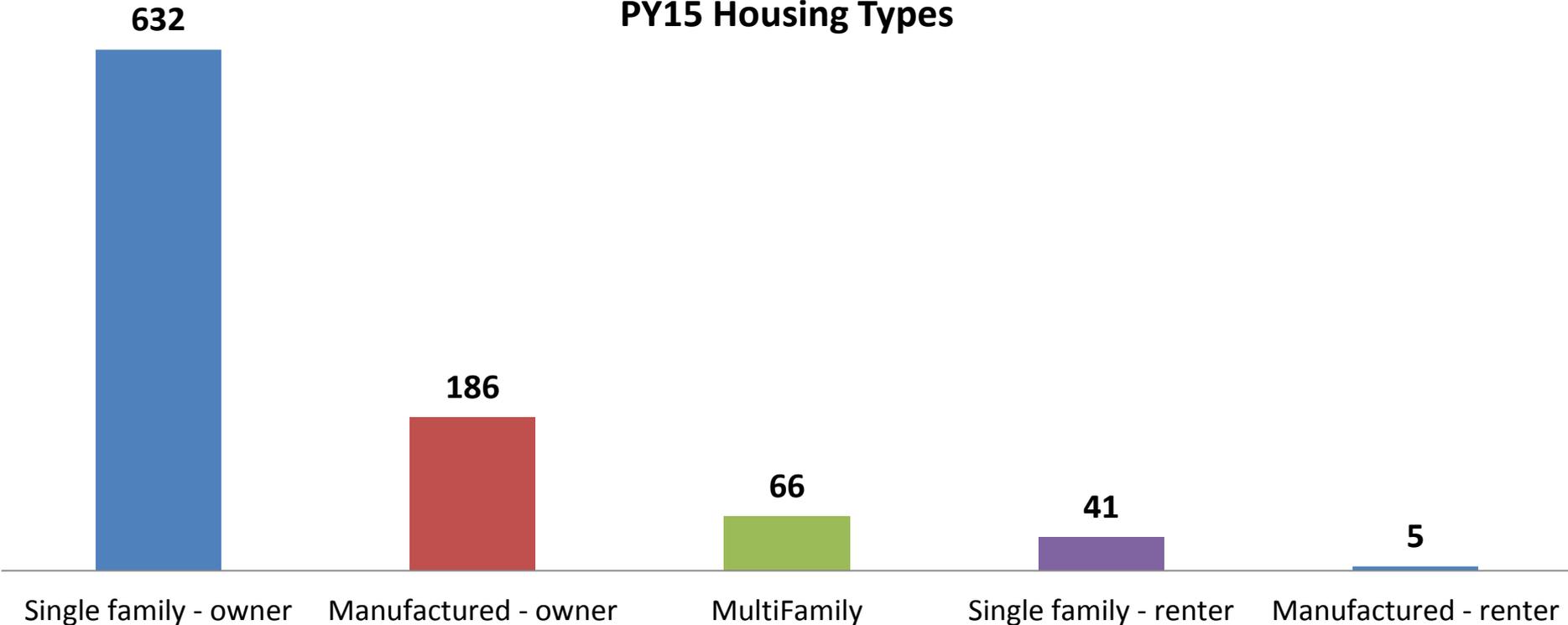
# PY15 Review

- Spending:
  - A2106 statewide spending status
  - A2107 allocations
  - H&S average
- Households Served:
  - DOE unit count: 931
  - Unduplicated unit count: 1427
  - Demographics
  - Mobile, Multifamily, single family

# PY15 Review

Households Served = 931

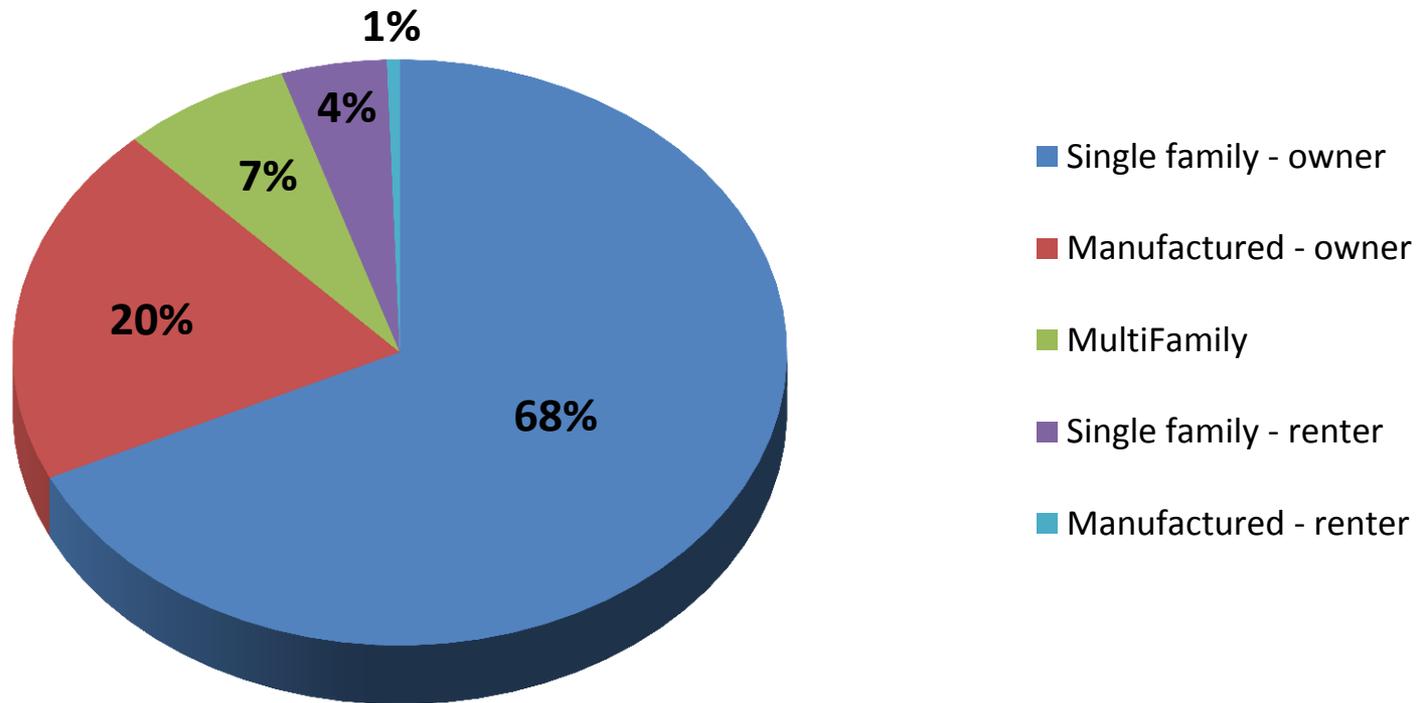
PY15 Housing Types



# PY15 Review

Households Served = 931

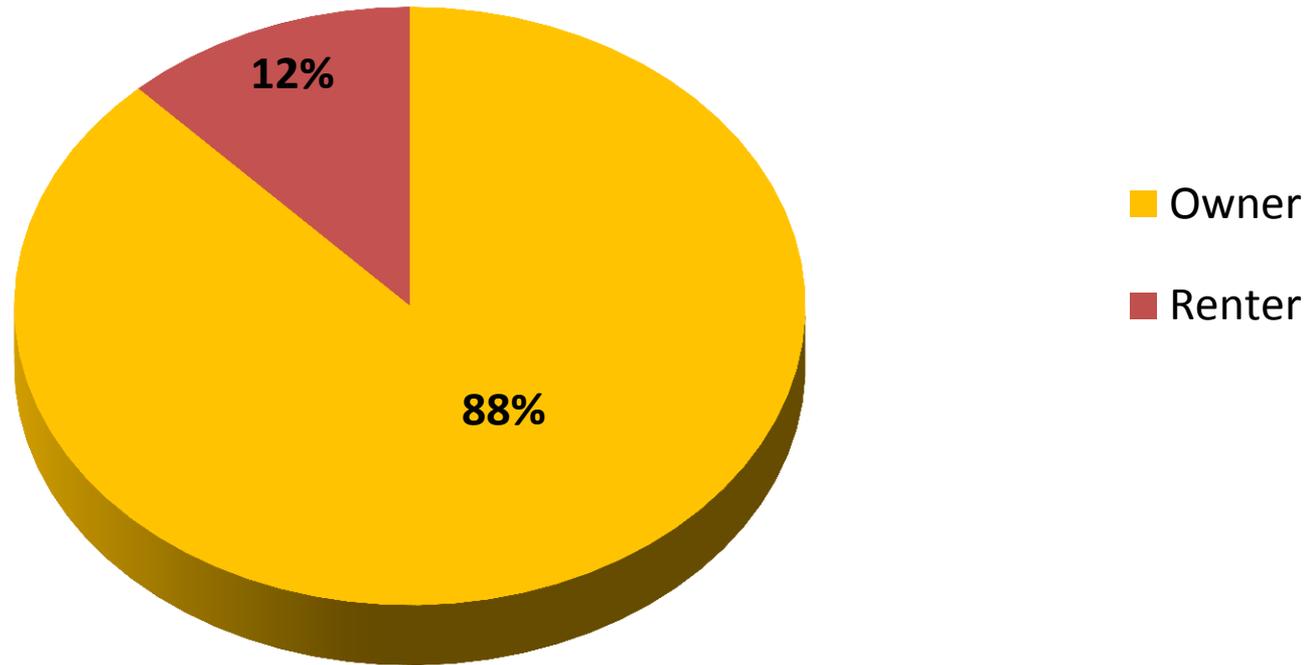
Housing Types



# PY15 Review

Households Served = 931

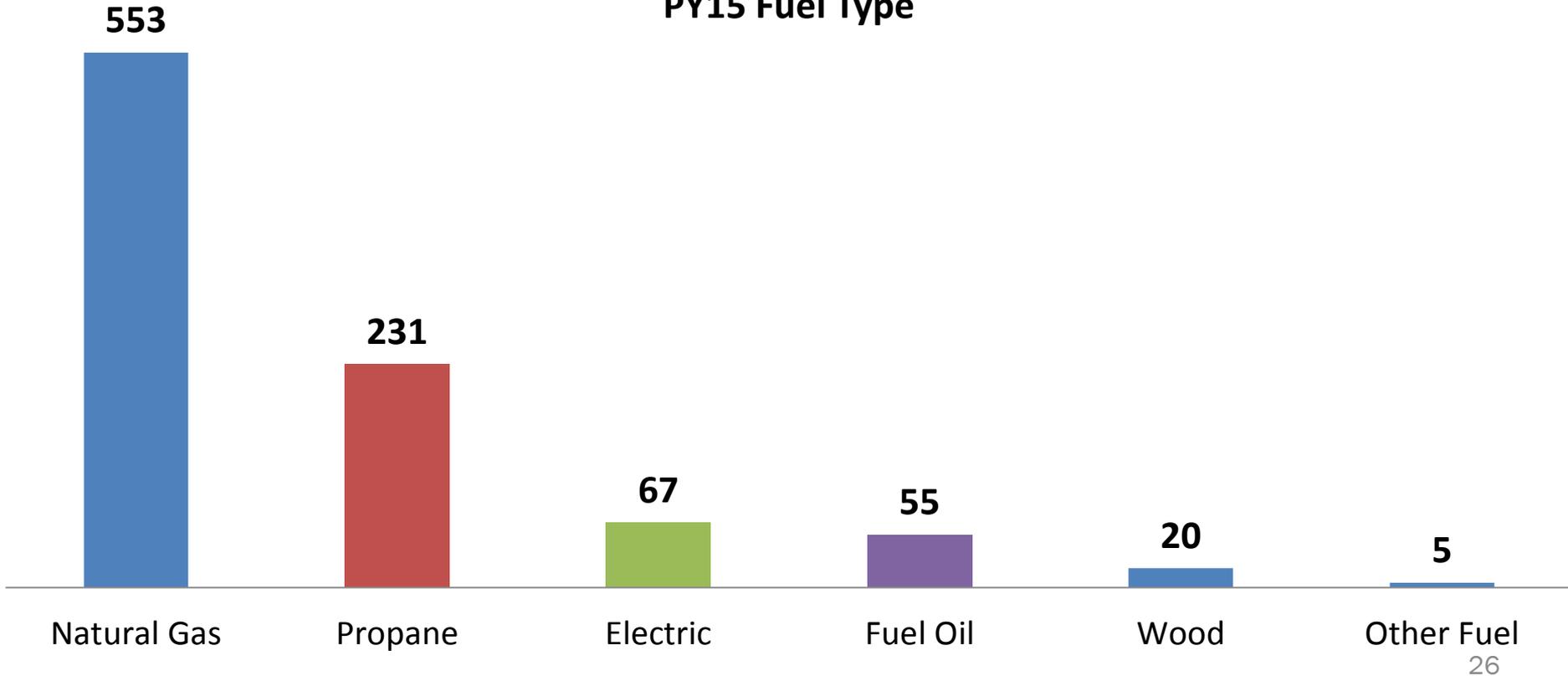
PY15 Owner/Renter



# PY15 Review

Households Served = 931

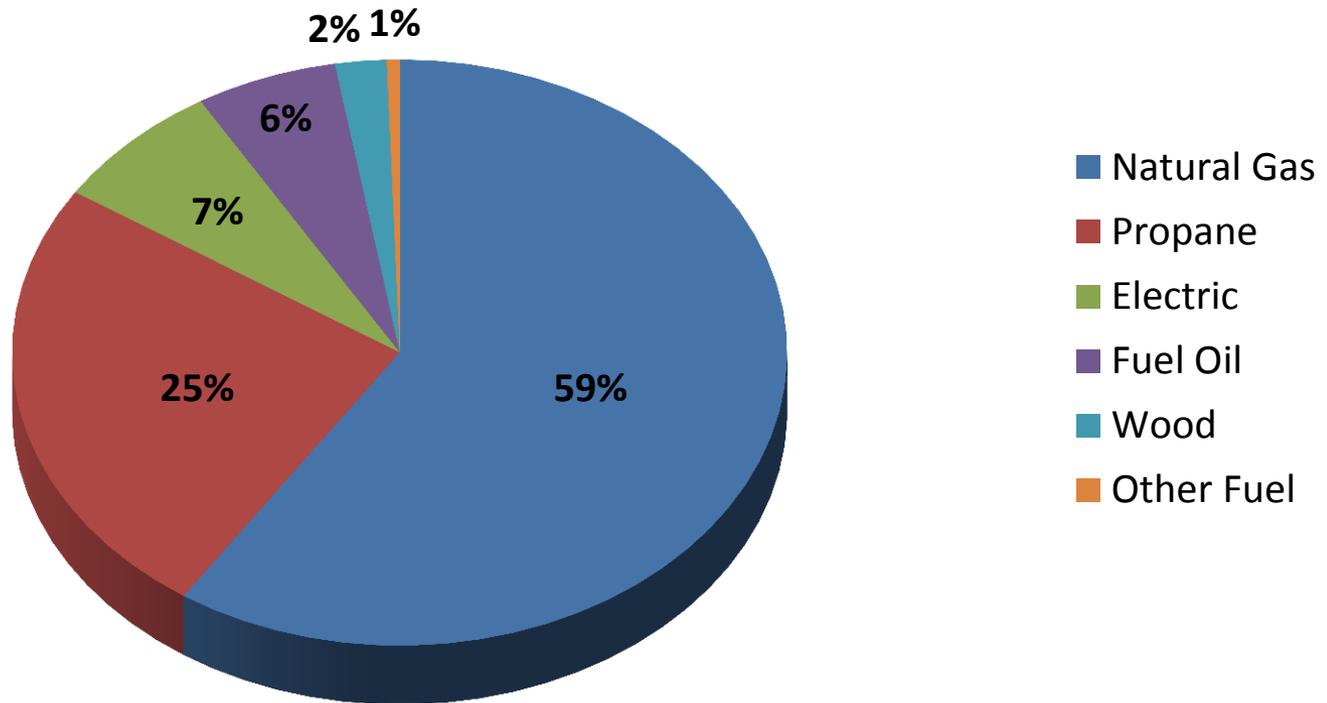
PY15 Fuel Type



# PY15 Review

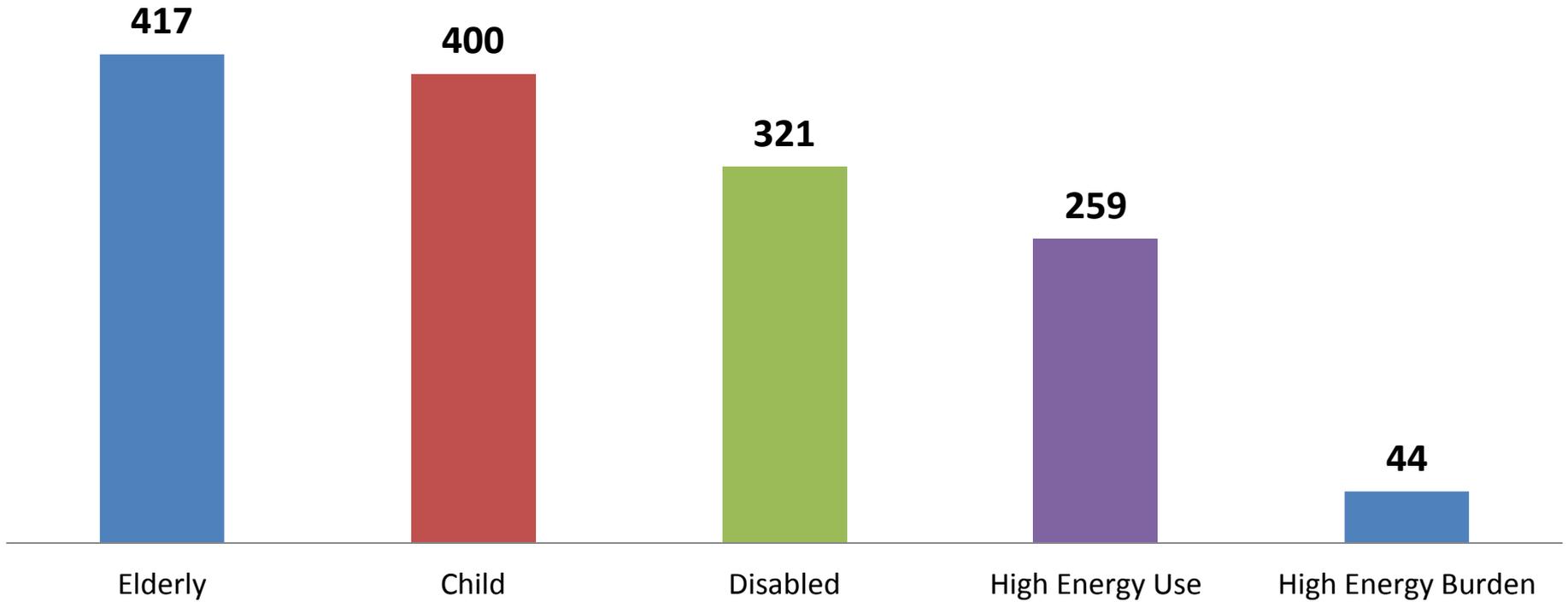
Households Served = 931

PY15 Fuel Type



# PY15 Review

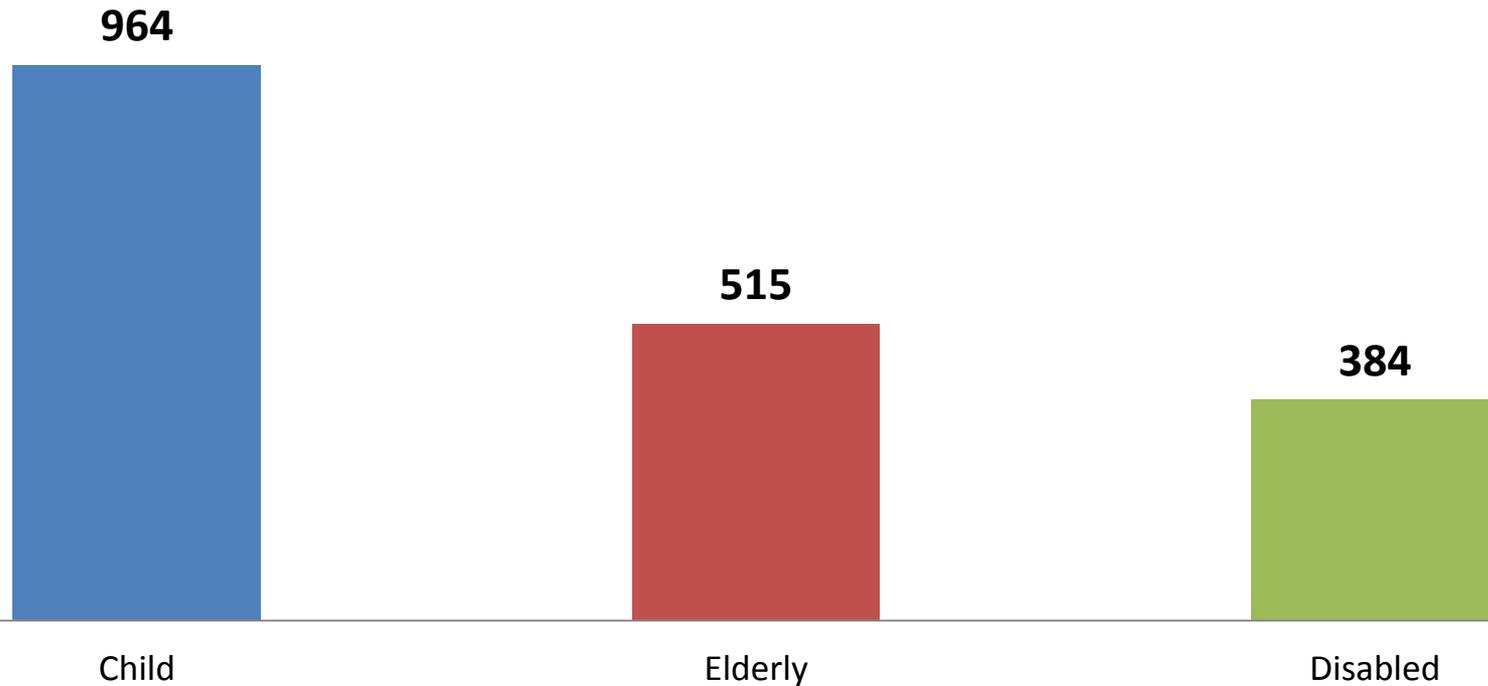
Federal Priority Designations by household



# PY15 Review

Total Occupants = 2415

Number of Occupants



# PY15 Review

Questions?



***Renewable Energy Equipment Grant  
Program – Dean Tran***

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# REEGP

- Overview

- *Minnesota Statute 216C Chapter 1, Article 1, Section 8, Sub-division 7:*  
*“\$150,000 each year is for grants to providers of low-income weatherization services to install renewable energy equipment in households that are eligible for weatherization assistance under Minnesota's weatherization assistance program state plan as provided for in Minnesota Statutes, section 216C.264.”*

- What is REEGP?

- Renewable energy technologies
    - Low-Income EAP/WAP eligible households

# REEGP

- Solar Air Panels
  - Equipment/Install: \$8,000
  - Admin Allowance: \$800
- EPA Phase II certified Wood/Pellet Boiler/Furnace
  - Equipment/Install: \$15,000
  - Admin Allowance: \$800
- EPA Phase II certified Wood/Pellet stove
  - Equipment/Install: \$4,000
  - Admin Allowance: \$400

# Wood/Pellet Stove



Installed by Tri-County Community Action

# Solar Air Panels



Installed by Minnesota Valley Action Council

# Wood/Pellet Boiler



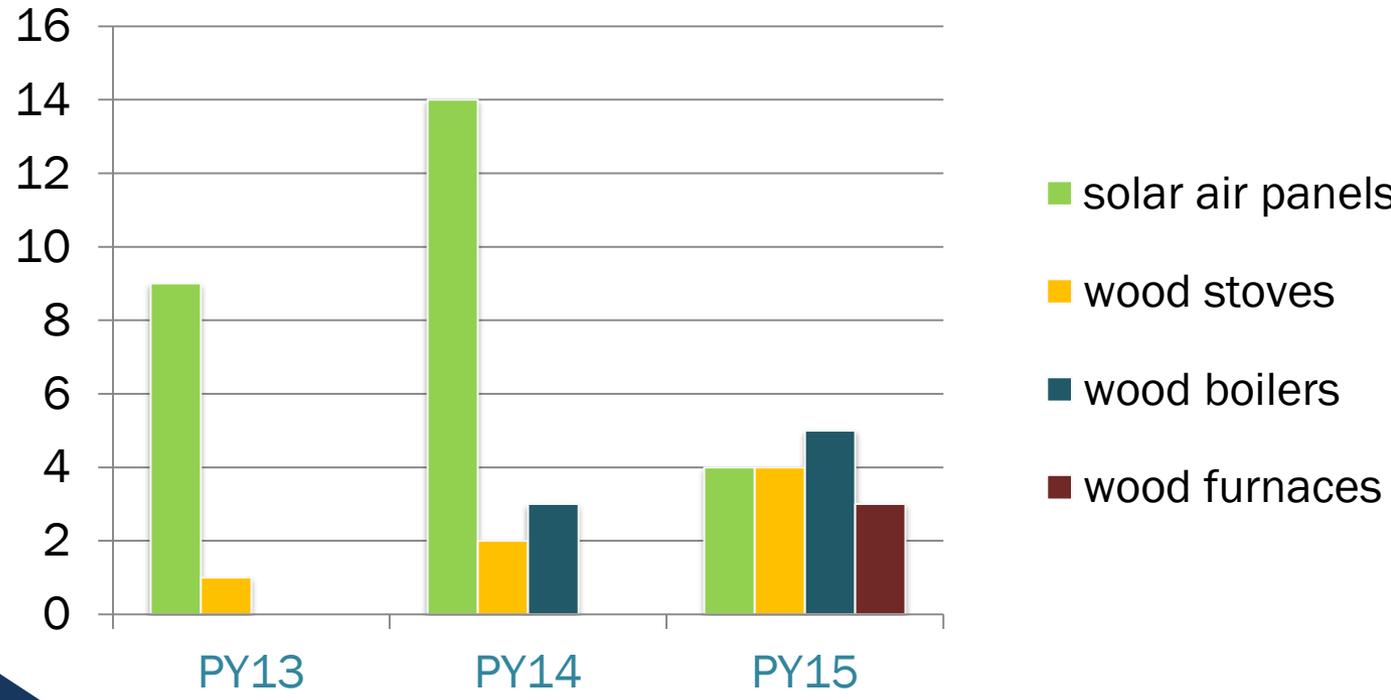
Installed by Tri-County Community Action

# Wood/Pellet Furnace



Installed by Lakes and Pines Community Action

# REEGP

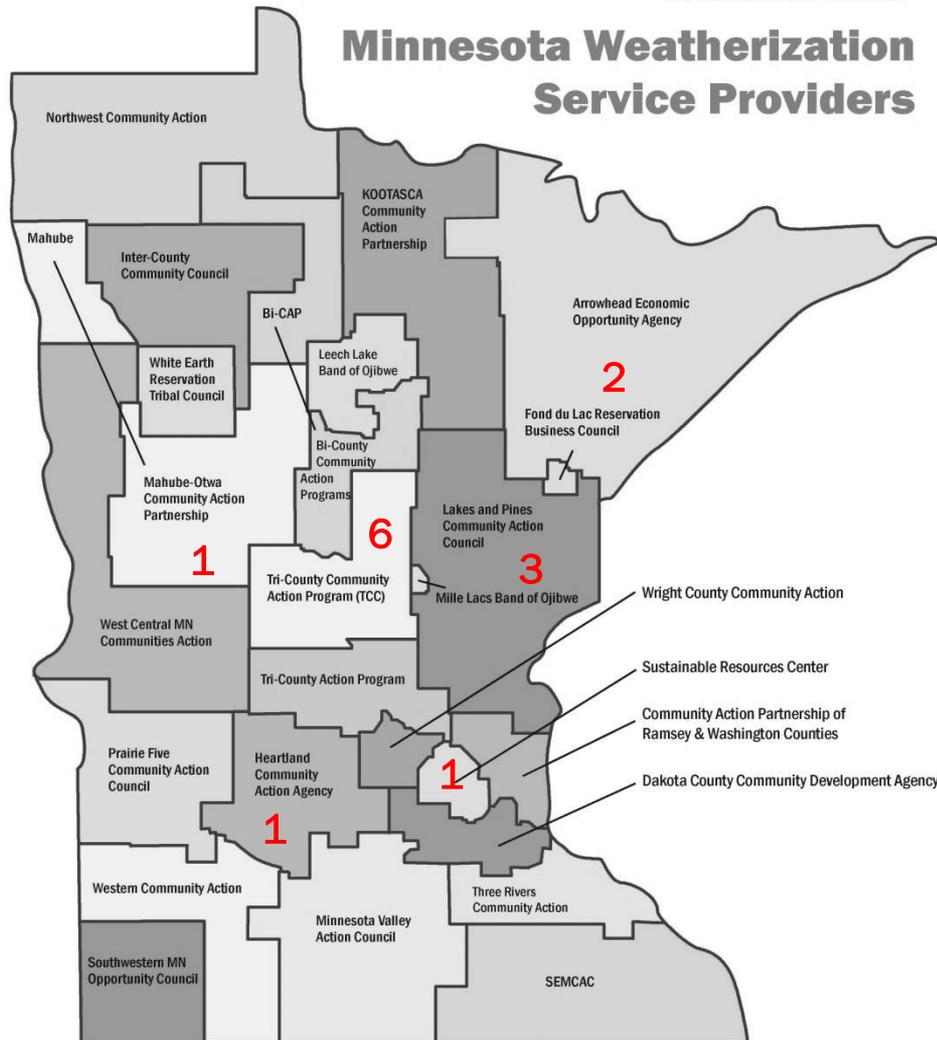


## Trends:

- *Increase in type of systems*
- *Transition with solar system*

## Minnesota Weatherization Service Providers

# PY15 installs by SP



# REEGP: Traditional

- PY16 Traditional Projects
  - 6-8 projects
  - Solar Air Panels, EPA Phase II certified Wood/Pellet Boiler/Furnace/Stove

# REEGP: Pilot Project

- PY16 Pilot Project
  - 20-23 projects
  - Western, SRC, Fond du Lac
  - Solar thermal, solar PV-thermal, and solar PV
  - Electric heating home
  - End July 30, 2017

# Solar thermal



<http://energy.gov/energysaver/solar-water-heaters>

# Solar PV-thermal



# Solar PV



# REEGP: Leveraging \$

- “Clean Air Minnesota”
  - Potential leverage opportunity
  - Wood Stove replacement program
    - Program led by Environmental Initiative
    - 17 counties



# Reminder

- Traditional REEGP funding cycle will end on December 31, 2016 for the fiscal year.
- Low-Income EAP/WAP eligible households
- Opportunity to serve more clients
- Funds are available now.

# REEGP: Traditional

- Contact information – Mark McLaughlin,  
[weatherization.commerce@state.mn.us](mailto:weatherization.commerce@state.mn.us)
- Forms can be found at: appendix F *Special Funding*  
(<http://mn.gov/commerce/industries/energy/service-providers/wap/>)

# REEGP

Questions?



***PY16 Policy Manual***

***Sections 1-3 – Jodi Bellefeuille***

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# PY16 WAP Policy Manual

- Policy Manual
- A
- B
- C
- D
- E
- F

## Policy Manual

WAP policies, procedures and technical requirements are detailed in the WAP Policy Manual and Appendices

[Weatherization Policy Manual](#) 

# WAP Policy Manual

- Section 1: Program Management
- Section 2: Household Eligibility
- Section 3: Dwelling Eligibility
- Section 4: Audit Events
- Section 5: Standalone Events
- Section 6: Fiscal Policy
- Section 7: Procurement
- Section 8: Monitoring

# WAP Policy Manual

## Section 1 Program Management

# Policy Manual - Section 1

- Policy 1.3.2 – Production Planning
  - **Revised:** DOE unit goal may be revised with Commerce pre-approval
    - Submit justification to WAP mailbox
    - Not intended as a general practice
    - Not intended to make major changes to unit goal, but allows for flexibility when necessary
  - PY16 DOE State Plan
    - Unit Average = \$7,103
    - Health & Safety Average = \$1,058

# Policy Manual – Section 1

- Policy 1.3.2 – Production Planning
  - **Reminder:** EAPWX unit goal calculation
    - Set aside standalone budget, then calculate
    - A2107 EAPWX State Plan:
      - Unit Average = DOE Average = \$7,103
      - Health & Safety Average = \$2,700

# Policy Manual – Section 1

- Policy 1.3.3 – Unit Completions
  - **Reminder:** Work activities and inspections must be completed within one program year.
    - Allowed to audit in one PY, perform work in the next PY
  - Policy includes two exceptions for EAPWX jobs

*“While every effort should be made to close all jobs by June 30...delays or other issues may arise...two ways to handles these...”*

# Policy Manual – Section 1

- Policy 1.3.3 – Unit Completions Cont'd
  - Option #1: Complete the mechanical work as a standalone in one PY, building shell work in next PY
    - Requires rerunning the audit
    - Way to address H&S issues found at audit
  - Option #2: Notify Commerce of EAPWX jobs that will carry over into the next PY
    - Not recommended
    - Payment contingent on new NFA and contract
    - Policy changes

# Policy Manual - Section 1 (cont'd)

- Policy 1.11 – Internal Controls
  - **New:** Per 2 CFR 200.303, Service Provider internal controls must ensure that:
    - Funds are managed in compliance with federal and state statutes, regulations, and reporting requirements
    - Prompt action is taken when noncompliance is identified

# Policy Manual – Section 1

Questions?

# WAP Policy Manual

## Section 2 Household Eligibility

# Policy Manual – Section 2

- Policy 2.2, Income Doc. For HUD/USDA
  - **Revised:** Terminology updated
  - **Revised:** Moved eHeat application and event instructions to Appendix C
  - **Reminder:** No additional income verification needed by SPs

# Policy Manual – Section 2

- Policy 2.2 – Income Doc. For HUD/USDA
  - Upcoming Change: DOE Memo 016
    - HUD/USDA lists will be maintained through December 2016
    - Beginning in January 2017, buildings approved on a case-by-case basis
      - SPs submit request to Commerce
      - Commerce submits request to DOE
      - DOE/HUD review for approval

# Policy Manual – Section 2

- Policy 2.3 – Priority Criteria
  - **Reminders:**
    - Priority given to HHs who meet DOE criteria
      - High consumption, elderly, children, and/or disabled
      - Non-priority HHs only served if SP can document no priority HHs interested
    - Additional criteria may be used within existing categories
    - Written policy required
    - Must be applied equally to owners and renters

# Policy Manual – Section 2

Questions?

# WAP Policy Manual

## Section 3 Dwelling Eligibility

# Policy Manual – Section 3

- Policy 3.1 – Proof of Ownership
  - **Revised:** Incorporated types of ownership documentation from EAP
    - Goal: ensure proper authorization
    - Contact Commerce WAP about unique situations
    - Note: eHeat application marked as owner does not meet policy
      - If ownership verified through ERR, include copy in WAP file

# Policy Manual – Section 3

- Policy 3.2 – Owner-Occupied Single Family
  - **Revised:** Townhomes may be treated as SF if:
    - Complete separation of units
    - Individually metered
- Policy 3.3.1 – Single Family Rentals
  - **Revised:** Clarified that SF rentals are 1 unit

# Policy Manual – Section 3

- Policy 3.3.2 – Multifamily Rentals
  - Revised: Clarified that multifamily buildings contain 2+ units
  - Revised: Townhomes may be treated as SF in some cases
    - Recommended to contact Commerce to review individual rented townhome projects
    - Some discretion allowed
    - Other policies impacted whether treated as SF or MF
    - Further clarification from DOE anticipated

# Policy Manual – Section 3

- Policy 3.3.3.1 and 3.3.3.2
  - **Revised:** Instructions for vacant, ineligible and HUD/USDA units
    - Three types of units covered
      - Vacant units in a qualified building
      - Ineligible units in a qualified building
      - Units in a building qualified by HUD/USDA
    - Will be moved to Appendix C

# Policy Manual – Section 3

- Policy 3.3.2.3 – Maximum WAP Expenditures
  - Cost control for 5+ unit buildings
  - WAP share includes program support

(unit average\* + H&S average\*)

$$\frac{X \text{ Number of qualified units}}{= \text{Maximum WAP share}}$$

\*Using the statewide average for the applicable funding source(s) used

# Policy Manual – Section 3

- Policy 3.3.2.3 – Maximum WAP Expenditures

Example:

12 unit MF building, 10 units eligible

$(\$7,103 + \$1,058) * 10 \text{ units} = \$81,610$

$\$81,610 - \text{program support} = \text{direct service budget}$

# Policy Manual – Section 3

- Policy 3.3.3 – EAPWX Funds
  - **Reminder**: EAPWX funds may only be used to WX income eligible units in which tenants pay their own heating bills

# Policy Manual – Section 3

- Policy 3.3.4 – Accrual of Benefits
  - 10 CFR 440.22 & DOE WPN 16-5:
    - Benefits of WAP must accrue to low-income tenants
    - If tenants don't directly pay heating bills, must demonstrate that benefits will primarily accrue to tenants, for example;
      - Savings will be invested in further building improvements
      - Preservation of low income housing
      - Continued protection of rent increases
      - Improved living or comfort of residents

# Policy Manual – Section 3

- Policy 3.3.4 – Accrual of Benefits
  - **Revised:** Commerce approval required for accrual of benefits justification

## DOE WPN 16-5:

*“Generic assertions such as “tenant services will be improved” or “weatherization will improve health and safety” are not sufficient to demonstrate that the accrual of benefits requirement is met.”*

# Policy Manual – Section 3

- Policy 3.3.6 – Landlord Contributions
  - **Reminder:** Can never be required for EAP/WAP income eligible landlords
  - **Revised:** Can't be required for SF (1 unit) rentals
    - Can be accepted
    - Change internal policies as needed
  - **Reminder:** Can require for 2-4 unit MF rentals
    - Internal policy required
  - **Reminder:** Must require for 5+ unit MF rentals
    - Internal policy required

# Policy Manual – Section 3

- Policy 3.3.6 – Landlord Contributions
  - **Revised:** Buy-downs not allowed for 1 unit SF rental dwellings
    - Only allowed for 2+ unit MF buildings
    - Funds contributed towards individual measures to meet SIR of 1.0 or greater
    - Cumulative job SIR must still be 1.0 or greater
  - **New:** Buy down instructions in Appendix C
    - Includes instructions for WA (2-4 units) and EA-QUIP (5+ units)

# Policy Manual – Section 3

- Policy 3.3.6 – Landlord Contributions
  - New: Landlords must complete work to comply with state statute and local rental law, if:
    - Identified through the audit, and
    - Applicable to WAP
  - Must complete the identified work prior to or in conjunction with WAP
  - These items not counted towards state or local contribution requirements

# Policy Manual – Section 3

## 2015 Minnesota Statutes

### **504B.161 COVENANTS OF LANDLORD OR LICENSOR.**

#### § Subdivision 1. **Requirements.**

(a) In every lease or license of residential premises, the landlord or licensor covenants:

(1) that the premises and all common areas are fit for the use intended by the parties;

(2) to keep the premises in reasonable repair during the term of the lease or license, except when the disrepair has been caused by the willful, malicious, or irresponsible conduct of the tenant or licensee or a person under the direction or control of the tenant or licensee;

(3) to make the premises reasonably energy efficient by installing weatherstripping, caulking, storm windows, and storm doors when any such measure will result in energy procurement cost savings, based on current and projected average residential energy costs in Minnesota, that will exceed the cost of implementing that measure, including interest, amortized over the ten-year period following the incurring of the cost; and

(4) to maintain the premises in compliance with the applicable health and safety laws of the state, and of the local units of government where the premises are located during the term of the lease or license, except when violation of the health and safety laws has been caused by the willful, malicious, or irresponsible conduct of the tenant or licensee or a person under the direction or control of the tenant or licensee.

(b) The parties to a lease or license of residential premises may not waive or modify the covenants imposed by this section.

[www.revisor.mn.gov](http://www.revisor.mn.gov)

# Policy Manual – Section 3

- MN Statute 504B.161
  - Landlord agrees to:
    - Keep premises and all common areas fit for use by the intended parties
    - Keep the premises in reasonable repair, except if caused by tenant
    - Make the premises reasonably energy efficient by installing: weatherstripping, caulking, storm windows, and storm doors – IF – found cost effective over 10 yrs
    - Maintain premises in compliance with applicable H&S laws of the state and local units of government

# Policy Manual – Section 3

- Policy 3.4 – Mixed Use
  - **Revised:** Clarified wording for Type 2 buildings that contain residential and business
    - Commerce pre-approval still required
- Policy 3.5 – Group Homes
  - **Revised:** Clarified that weatherization of a non-residential area requires contribution

# Policy Manual – Section 3

- Policy 3.6 – Previously WX'd
  - **Reminder:** Non-DOE funds may be used for re-weatherization
    - Applies to properties WX'd since 9/30/94
    - Previously WX'd units are lowest priority

# Policy Manual – Section 3

- Policy 3.8 – Deferrals
  - Service Providers must defer when:
    - **Revised:** Dwellings scheduled for demolition
      - Removed 12 month timeframe
    - **New:** The condition of the structure would make WX impossible
  - Service Providers may defer when:
    - **Revised:** Cost of WX is so significant that it affects the SPs average or production plan
      - Notify Commerce prior to deferring for this reason
      - Not required to defer for this reason

# Policy Manual – Section 3

- Policy 3.8 – Deferrals
  - New: Vermiculite insulation (may defer)
    - Internal policy required
    - WX may proceed if testing shows the vermiculite to not contain asbestos
      - » Refer to MN Dept. of Health website for list of certified testers
      - » Cost of testing, no matter the results, can be charged to Program Support as an audit cost
    - If vermiculite found after work started, contact Commerce for guidance

# Policy Manual Sections 3

Questions?



***PY16 Policy Manual***  
***Sections 4-5 and Appendices***  
***Jake McAlpine***

Minnesota Department of Commerce  
Division of Energy Resources

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# WAP Policy Manual

## Section 4 Audit Event

# Policy Manual – Section 4

- Policy 4.1
  - WA software version 8.10.0.6
    - single-family
    - multifamily (2-4 units)
    - manufactured dwellings
  - EA-Quip online software
    - multifamily buildings (5+ units)

# Policy Manual – Section 4

- 4.2.1 Energy Conservation Measure
  - All Audit Events must include at least one ECM with an SIR of 1.0 or greater. **In homes that utilize both DOE and EAPWX funds, a minimum of one ECM per fund type is required.** ~~associated with each funding type used on that job.~~

# Policy Manual – Section 4

- 4.2.3 Health & Safety Measure
  - **POLICY:** ...The State Plan (Appendix A) and the Allowable Measures Chart (AMC, Appendix C) give detailed guidance on what health and safety activities are allowed as well as the current job average for Audit Events. **The AMC also provides details on when written justification for specific measures is required in the Health and Safety tab of the WA file.**

# Policy Manual – Section 4

- 4.3.2 Forms
  - Client Refusal Form (when applicable)
    - Tracks any weatherization work refused by client  
(refer to policy 3.8)

# Policy Manual – Section 4

- 4.3.2 Forms
  - Renovate Right Signature Form (when applicable, [see policy 4.4.2.6](#))
  - Lead Test Kit Documentation Form (when applicable, [see policy 4.4.2.6](#))
  - Lead Safe Renovation Recordkeeping Form (when applicable, [see policy 4.4.2.6](#))

# Policy Manual – Section 4

- 4.3.2 Forms (NEW)
  - Electric to Fossil Fuel Switch (when applicable)
    - Documents the efficiency conversion from electric to fossil fuel
    - Used with the Fuel Switch Request Summary & Request Forms when requesting an electric to fossil fuel switch

# Policy Manual – Section 4

- 4.4.1.1 Data Collection
  - Photos
    - Health and safety ~~concerns~~ hazards
    - Pictures documenting lead safe work practices (when applicable)

# Policy Manual – Section 4

- 4.4.2.1 Heating Plant Replacement
  - In addition, per SWS 5.3001.1, all **non-manufactured home** heating plant replacements require an ACCA-approved Manual J
  - Per a DOE variance, we removed Manual S calculation as a requirement.

# Policy Manual – Section 4

- 4.4.2.6 Lead Safe Work Practices **(NEW – Clarification)**
  - POLICY: All work done in dwellings built prior to 1978 will meet the requirements of the Environmental Protection Agency’s (EPA’s) Lead Renovation, Repair and Painting Rule (RRP Rule).
    - Occupants of dwellings built prior to 1978 must be provided with a copy of the EPA’s Renovate Right brochure, which will be documented on the **Renovate Right Signature Form**.
    - For any work that disturbs a painted surface greater than the de minimis level, a **Lead Test Kit Documentation Form** is required. Any work done on painted surfaces that have tested positive for lead or any untested surface presumed to contain lead will be documented on the **Lead Safe Renovation Recordkeeping Form**.

# Policy Manual – Section 4

- 4.4.2.7 Air Sealing (NEW)
  - POLICY: Infiltration reduction will be modeled in all dwellings. All work must be completed in accordance with the SWS. Minimum air sealing requirements:
    - Chimney and flue bypass
    - Soil stack bypass
    - Exhaust fan bypass

# Policy Manual – Section 4

- 4.4.2.8 Fuel Switching (NEW)
  - POLICY: The Minnesota Weatherization Assistance Program does not permit the general practice of fuel type switching when replacing heating systems and other appliances. However, Commerce considers fuel switching on a limited, case-by-case basis in two scenarios:

# Policy Manual – Section 4

- 4.4.2.8 Fuel Switching (NEW)

....two scenarios:

- When a site-specific energy audit, based on all related costs, demonstrates the cost-effectiveness of the fuel switch over the life of the measure as indicated by the SIR; or
- When a compelling health and safety concern can feasibly be addressed by a fuel switch in order to meet the mandate to provide safe and effective heat to eligible households.

# Policy Manual – Section 4

- 4.4.2.8 Fuel Switching (NEW)
  - The cost associated with installing a new fuel line or pipe to a home is not allowed with WAP funds.
  - Fuel switch requests must be submitted to Commerce for pre-approval (Appendix C—Fuel Switch Guidance).

# Policy Manual – Section 4

- 4.5.3.2 Building Shell Contractors/Crews
  - ~~Attic Crawl Space~~ Zonal Pressures: pre and post

# Policy Manual – Section 4

- 4.6 Quality Control Inspection (NEW)
  - 4.6.5 File Close Out
    - 4.6.5.2 WA data entry
      1. Enter in diagnostic results from QCI site visit.
      2. Enter contractor/crew notes.
      3. Update relevant work statuses. (Appendix C - Required Weatherization Assistant Statuses)

# Policy Manual – Section 4

- 4.7.2 EAPWX Callback (Clarification)

...Work that was incorrectly completed or missed by a contractor during an Audit Event ~~may not be completed with EAPWX funds~~ is not an eligible Callback Event.

# Policy Manual – Section 4

- 4.7.2 EAPWX Callback (Clarification)
  - PROCEDURE:
    1. Submit a request to Commerce that includes the proposed scope of work including all cost estimates, non-DOE resources to be used, photographs, warranty, client notes, and/or insurance information.

# Policy Manual – Section 4

- 4.7.2 EAPWX Callback (Clarification)
  - PROCEDURE:
    2. If approved:
      - If the client is currently eligible, add the client to the WAP queue and create a Callback Event in eHEAT.
      - If the client is not currently eligible, submit a request to Commerce to add the client to the WAP queue. When the client is added to WAP queue, create a Callback Event in eHEAT.

# Policy Manual – Section 4

- 4.7.2 EAPWX Callback (Clarification)

- PROCEDURE:

3. Download the eHEAT generated Callback Event into WA.
4. Add measure details to the callback work order.
5. Complete the approved scope of work.

# Policy Manual – Section 4

- 4.7.2 EAPWX Callback (Clarification)

- PROCEDURE:

6. Inspect the completed work in accordance with policy 4.6. An on-site inspection by a Commerce staff member may also be required.

7. Notify Commerce that the callback work is completed and send pictures of the completed work to Commerce. Commerce may require additional reporting.

# WAP Policy Manual

## Section 5 Standalone Event

# Policy Manual – Section 4

- **5.1 Definition (Clarification)**
  - In both **Emergency Standalone & Non-emergency Standalone ... may not be performed in dwellings that currently do not have an existing heating system or water heater.**
    - Contact Commerce for individual project review, as needed.

# Policy Manual – Section 4

- **5.1 Definition (NEW)**
  - HVAC contractors are responsible for a Manual J calculation when completing heating plant replacements (for all non-manufactured housing heating plant replacements)

# Policy Manual – Section 4

- **5.3.2 Forms (Clarification)**
  - Renovate Right Signature Form (when applicable, **see policy 5.4.1**)
  - Lead Test Kit Documentation Form (when applicable, **see policy 5.4.1** )
  - Lead Safe Renovation Recordkeeping Form (when applicable, **see policy 5.4.1**)

# Policy Manual – Section 4

- **5.3.3 Quality Control Inspection (NEW)**
  - Contractors' ACCA Manual J calculation (for all non-manufactured housing heating plant replacements)

# Policy Manual – Section 4

- **5.4.1 Lead Safe Work Practices**
  - Same as section 4
- **5.4.2 Fuel Switching**
  - Same as section 4

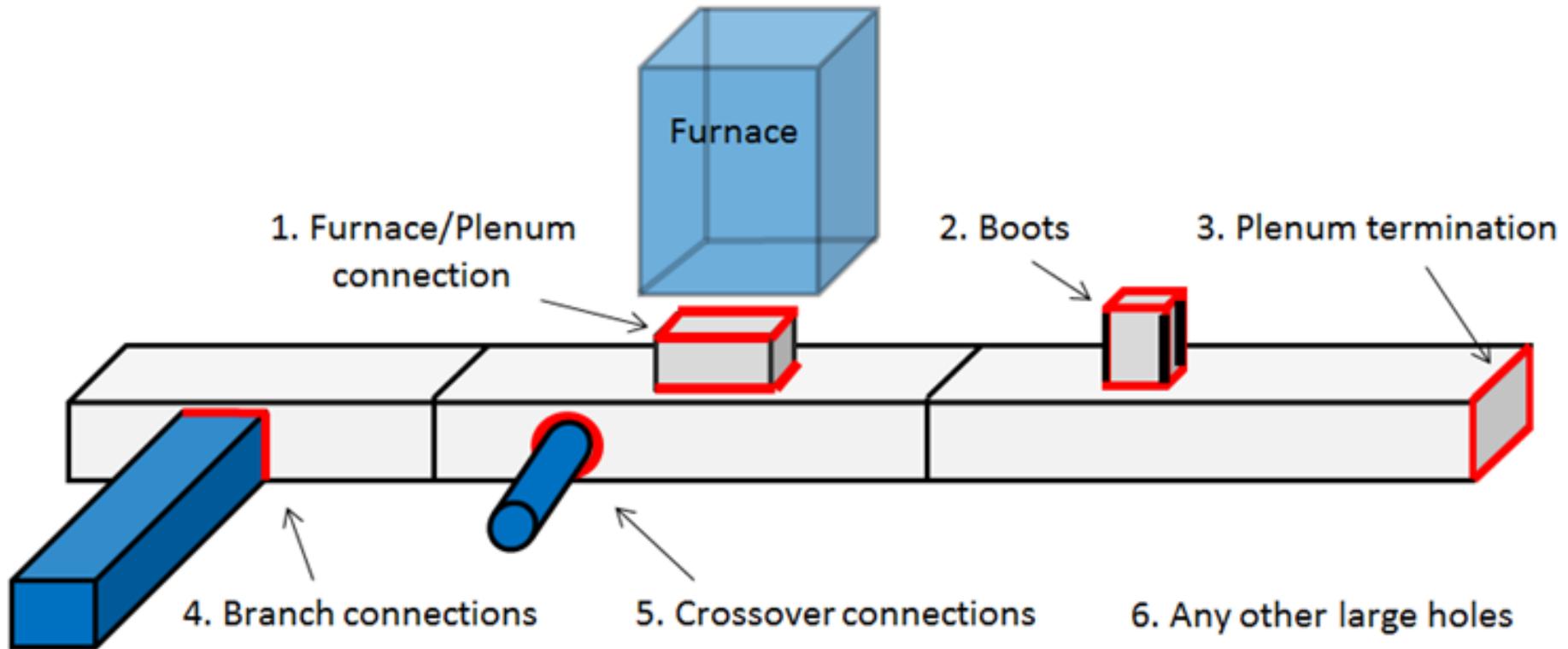
# WAP Policy Manual

## Appendices

# Duct Sealing Guidance (Update)

## Manufactured home

Seal the following areas (shown in red) as SIR allows in the following order:



Order of priorities for duct sealing in manufactured homes:

# Fuel Switching Guidance

- **Fuel Switch Request Procedure**
- **Fuel Switch Evaluation Criteria**

# MHEA Floor Repair..(Revised)

## MHEA Floor Repair Modeling Tool

Mobile Home Details	
Length of mobile home (ft)	50
Width with of mobile home(ft)	14
R-value of the undamaged area (sqft)	19
R-value of existing insulation (R/inch)	3

typically R3

Averaged Insulation	Belly	Wing
Damaged area (sqft)	56	20
Averaged insulation (R-value)	15	19
Averaged insulation (inch)	<b>3.5</b>	<b>5.0</b>

To be entered into MHEA

Cost Information	
Cost/sqft of repair and insulation (\$)	\$ 5.00
Total cost of repair (\$)	\$380.00

To match work order

# MHEA Floor Repair..(Revised)

## NOTES:

- Pink cells= input
- Yellow cells= output
- "R value of undamaged area" means the designed R value of the insulation in the mobile home floor cavity.
- MHEA and the calculator assume that the belly and wing each make up 50% of the total floor .
- In addition to the belly insulation R value, the calculator assumes an R value for the floor assembly.

# MHEA Floor Repair..(Revised)

## MHEA INSTRUCTIONS:

Red Boxes - Enter the designed insulation height (example: for 6 inches, select "2x6").

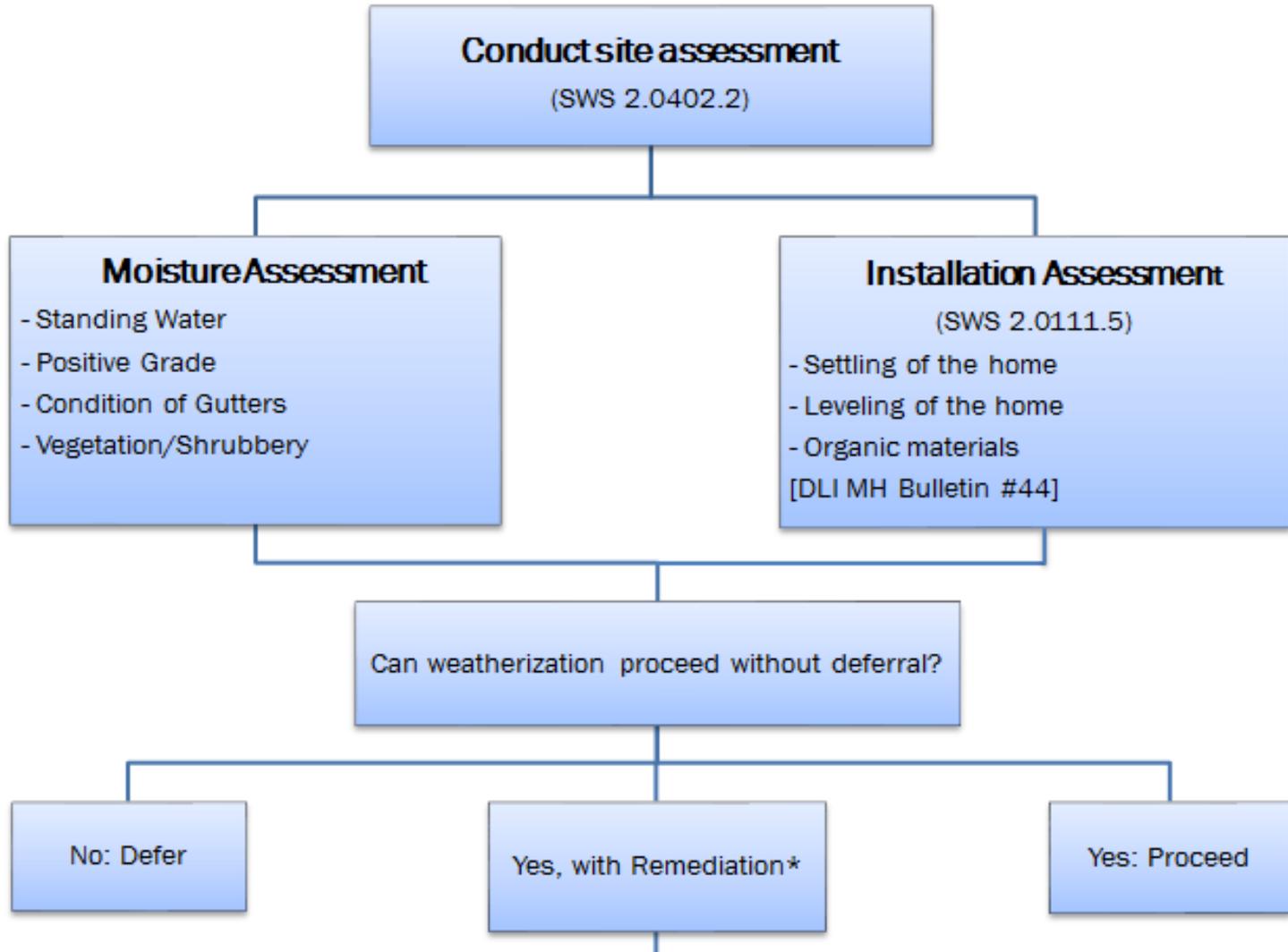
Blue Boxes - Use these exact settings in every case.

Orange Boxes - Enter calculated values from the "Averaged insulation (inch)" fields above.

Enter all other fields as instructed in the current WA Manual

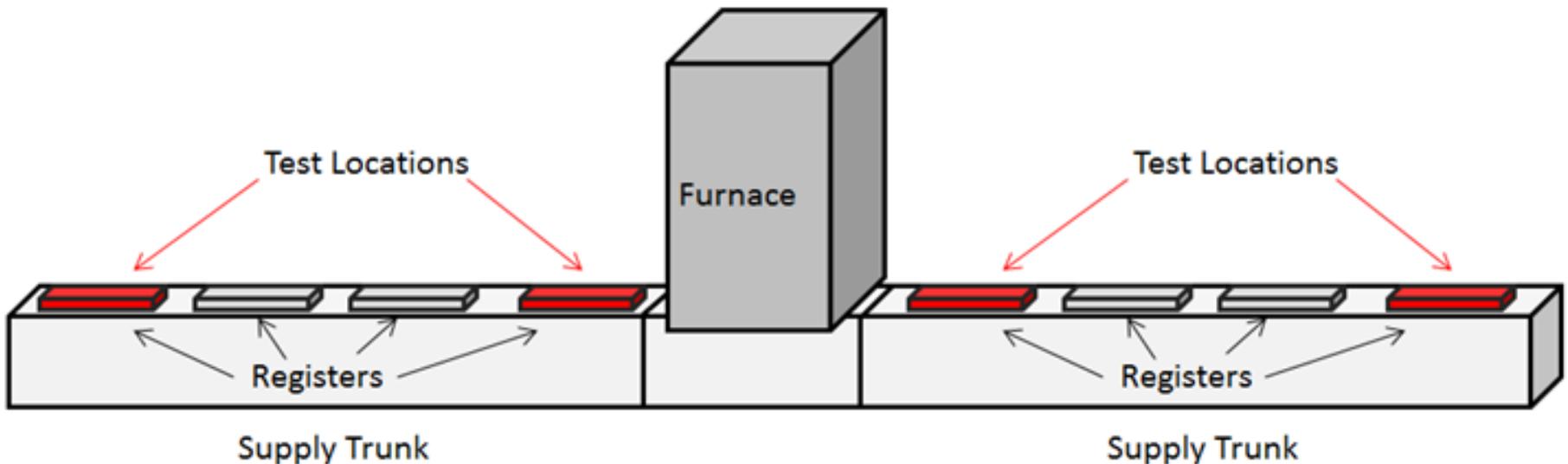
Walls (1)	Windows (5)	Doors (2)	Ceiling (1)	Floor (1)		
Floor Joist Direction				Widthwise	Skirt Present <input checked="" type="checkbox"/>	
Floor Wing Description						
Floor Joist Size		2 x 6	Loose Insulation Thickness (in)	0	Batt/Blanket Insulation Location	Attached Under Joist
			Batt/Blanket Thickness (in)	5		
Floor Belly (Center) Description						
Floor Joist Size		2 x 6	Loose Insulation Thickness (in)	0	Batt/Blanket Insulation Location	Draped Below Joists
Belly Cavity Configuration		Rounded	Batt/Blanket Thickness (in)	3.5		
Condition of Belly		Average				
Maximum Depth of Belly Cavity (in)		9				

# MH Site Assessment (NEW)



# MH Duct Modeling (NEW)

- A. *Before Duct Sealing* – With the house depressurized to 50 Pa (WRT the outside) measure the pressure difference between each supply register and the house with a pressure pan and manometer. Enter the sum of all the measurements.
- B. *After Duct Sealing* – Enter the total number of supply duct registers in the home.
- C. *Before Duct Sealing* - With the air handler fan on, use a manometer and long static pressure probe to measure the supply duct pressures (WRT the interior) at the register nearest and farthest from the furnace for each supply trunk. Enter the average of the readings.



- D. *After Duct Sealing* – Add 5 Pa to the *Before Duct Sealing* pressure and enter here.

# Multiple Funds (NEW)

- For the original and copy measure, set the Actual/Estimated Adjust Factor (%). This adjusts the energy saving associated with the measure. The original and copy measures must equal 100%.

MeasureType HVAC Systems

Measure Name EC Motor Upgrade

Components

Cost Center EAP/WX Carryover Program

Comment DOE: \$300  
EAP/WX: \$200

Materials/Labor Details Actual/Estimated Adjustment Factor (%) 40.00%

Order # Type Heating Equipment Copy Supply

Components

Description EC motor upgrade

Units+ Each

**MATERIAL OR LABOR**

by Description

1 of 1 New Copy Del

	Quantity	Unit Cost	Total
Estimated	1	\$500.00	\$500.00
Actual	1	\$200.00	\$200.00

# Statuses (NEW)

Replaces requirements from WA Addendum

## Required Weatherization Assistant Statuses

Audit Tab	
Status	Description
Site Visit Completed On	Date onsite audit. Start date for job length.
Audit Complete and Locked On	Indicates all work orders have passed inspection and all invoices have been approved or paid. <b><i>This status is required for a job to be counted as a completed unit.</i></b>
Work Order Tab --General	
Status	Description
Work Order Issued On	Date a work order issued.
Work Completed On	Date a crew or contractor completed on-site work. <b><i>This status is required on all work orders for a job to be counted as a completed unit.</i></b>

# R-Value (NEW)

## Average R-Value Calculator

Component	Area (sqft)	R-value
Insulation	950	38
Low Spots	50	21
Gaps	50	1
<b>Total Area</b>	<b>1,050</b>	
<b>Average R-value</b>		<b>13.6</b>

**NOTES:**

- Pink cells = input
- Yellow cells = output

The "Gaps" R-value cell cannot equal 0. It must reflect the R-value of the building material where the insulation is missing, typically the ceiling. (ex. R=1 for sheetrock).

Average R-Value = Total Area / (sum of all Area/R-value)

# Policy Manual sections 4-5 & Appendices

Questions?



***PY16 Policy Manual***

***Sections 6-8 – Jodi Bellefeuille***

Minnesota Department of Commerce  
Division of Energy Resources

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# WAP Policy Manual

## Section 6 Fiscal Policy

# Policy Manual – Section 6

- Policy 6.7 – Financial Audits
  - **Revised:** Audit can be submitted either electronically or via mail
    - One audit per agency to Commerce
    - Do not need separate copies for EAP/WAP
  - Commerce’s procedures:
    - All audits reviewed by fiscal department, by program staff as needed
    - Management decision letter issued in response to audit findings (2 CFR 200.331(d)(3))

# Policy Manual – Section 6

- Policy 6.8 – Budget Revisions
  - **Reminder:** Fund Categories (6.8.1)
    - SPs must keep within NFA allocation
    - Admin and TTA may be moved to Program
      - Submit request to Commerce WAP
      - If approved, updated NFA will be sent
      - Cannot revise after June 30 or funding end date, whichever is first

Program	\$0	\$458,588	\$458,588
T/TA	\$0	\$33,367	\$33,367
Administration	\$0	\$37,183	\$37,183
<b>Total:</b>	<b>\$0</b>	<b>\$529,138</b>	<b>\$529,138</b>

# Policy Manual – Section 6

- Policy 6.8 – Budget Revisions
  - Reminder: Sub-Fund Categories (6.8.2)
    - Program Support, Health & Safety, etc.
    - Deviation allowed, revision to eHeat budget not required
    - Commerce may request written justification
    - Example:

DOE Program (\$225,000)	Original Budget	Actual Expenses
Health & Safety	\$20,000	\$31,000
Direct Service	\$125,000	\$107,000
Program Support	\$80,000	\$87,000

# Policy Manual – Section 6

- Policy 6.8 – Budget Revisions
  - Reminder: Sub-Fund Categories (6.8.2)
    - Important that deviations are communicated between fiscal and program
    - In PY15, many SPs exceeded their Program Support budget
    - Staff who plan production need to be informed when less Direct Service funds available

# Policy Manual – Section 6

- **Reminder:** Policy 6.9.1 - Fund Categories
  - Administration: Defined by 2 CFR 200, funds necessary to the planning, oversight, administration and management of WAP.
  - Training and Technical Assistance (TTA): Funds used to maintain or increase the efficiency, quality and effectiveness of WAP.

# Policy Manual – Section 6

- **Reminder:** Policy 6.9.1 - Fund Categories
  - DOE definition of Program Funds:
    - *...the direct costs necessary to effect the WX of an eligible dwelling unit...*
  - Program Support:
    - Included in the unit average calculation
    - Some costs cannot be directly related to a specific dwelling (vehicle maintenance, tools, equipment purchase)
    - Not reported in WA
  - Direct Service:
    - Material and labor costs for WX'ing a dwelling
    - Reported in WA

# Policy Manual – Section 6

- Policy 6.9.2.2 – Direct Service
  - **Revised:** Costs entered in WA must align with supporting fiscal documentation
    - Amounts and cost centers
    - Must be able to demonstrate alignment to monitors

# Policy Manual – Section 6

- **New:** Policy 6.10 – Program Income
  - Incorporates federal requirements
  - Applies to income received as a result of federal funds
    - Ex: Non-WAP programs using a WAP purchased vehicle
  - SPs must expend program income prior to expending new funds
  - Must be returned to the Program category of the funding source (not Admin or TTA)

# Policy Manual – Section 7

## Section 7 Procurement

# Policy Manual – Section 7

- PY15 WAP Contract – New – 4.4

#### 4.4 *Contracting and Bidding Requirements for Subcontracts not Legislatively Named*

- 4.4.1 Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.
- 4.4.2 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- 4.4.3 Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.4.4 Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

# Policy Manual – Section 7

- Policy 7.3 – Solicitation
  - **Reminder:** Contractor recruitment/RFP process must take place at least every three years and must include:
    - Description of goods/services needed
    - Requirements
    - Evaluation criteria
    - SP documentation showing basis for selection

# Policy Manual – Section 7

- Policy 7.6 – Contract Requirements
  - **Reminder:** Must have a written agreement with contractors for work to be performed
    - Including confirmation of receipt of the SWS
  - **Reminder:** Retention agreements required if TTA used to train contractors
    - Include agreed upon time that contractor will work for the program
    - Cannot pay for certifications required by law (DLI license, EPA, etc.)

# Policy Manual – Section 7

- Policy 7.8 – Set Price Lists
  - **Revised:** Clarified that federal/state solicitation requirements apply
- Policy 7.10 – Property Standards
  - **Revised:** Added reference to Program Income policy for WAP-purchased equipment and vehicles

# WAP Policy Manual

## Section 8

### Service Provider Monitoring & Compliance

# Policy Manual – Section 8

- Policy 8.1 – Service Provider Monitoring
  - **Revised:** 5% field monitoring goal is statewide
  - **Revised:** Admin monitoring will take place once every grant cycle (3 years)
    - Prioritized based on risk
    - Some SPs will receive an annual visit
    - Low/medium risk SPs monitored over the 3 year cycle
    - Emphasized need for staff to be up to date on policies
    - Increased desk monitoring
  - **Revised:** Additional monitoring and TTA visits scheduled as needed

# Policy Manual – Section 8

- Policy 8.1.1 – SP Monitoring Requirements
  - Reminders:
    - Submit requested documentation by the date due
    - Communicate clear expectations to households
    - Ensure access to WAP records, fiscal data, etc.
    - Reasonable access to staff
    - Respond within timeline
      - Ask questions in advance if report unclear
      - Contact us if additional time needed for field corrections

# Policy Manual Sections 6-8

Questions?



***PY15 Field Monitoring Review  
Ivan Karnes & Jake McAlpine***

Minnesota Department of Commerce  
Division of Energy Resources

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# Background

## PY14

- new format to monitoring letters
  - Finding, Compliance Issue, Observation

## PY15

- restructured policy manual
- WPN 15-4
  - Standard Work Specification
  - Quality Control Inspection process

# Background

## Finding :

- endangerment of a client
- gross negligence
- possible disallowed cost
- reoccurring Compliance Issues

Will include a citation (MN Policy Manual)

Will include a required action to resolve

# Background

## Compliance Issue:

- Acts that do not follow applicable policies

Will include a citation (MN Policy Manual)

Will include a required action to resolve

# Background

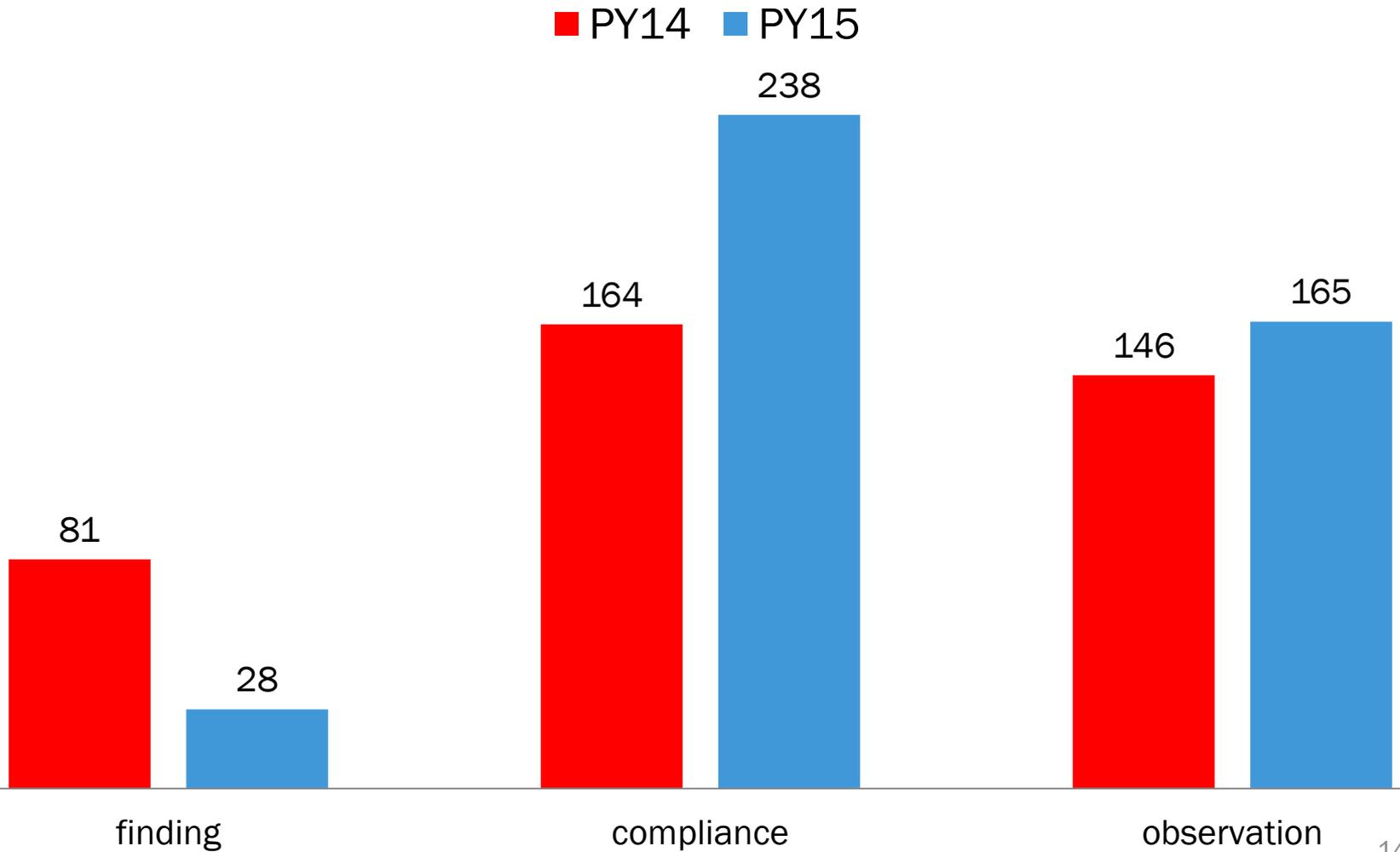
Observation:

- Non-policy related information

Does NOT include a citation or required action

May include a recommendation

# Monitoring Analysis

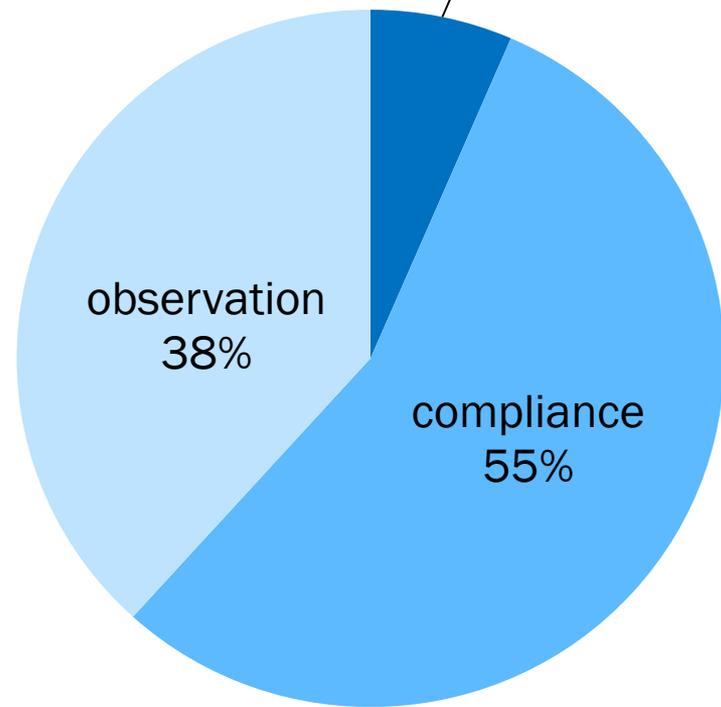


# Monitoring Analysis

PY14



PY15 finding  
7%



# Monitoring Letter Categories

Home Assessment

Heating System

Baseload

Air Sealing

Quality Control Inspection

Health & Safety

Ventilation

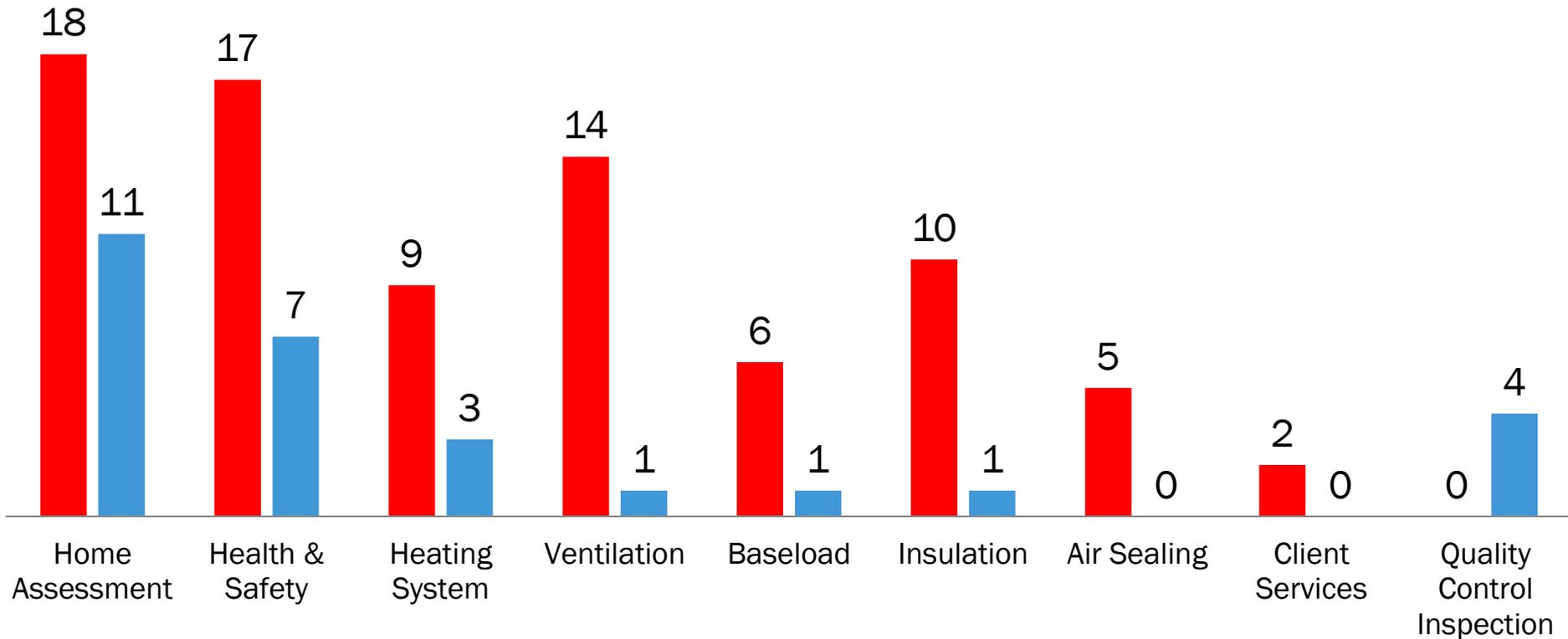
Insulation

Client Services

# Monitoring Analysis

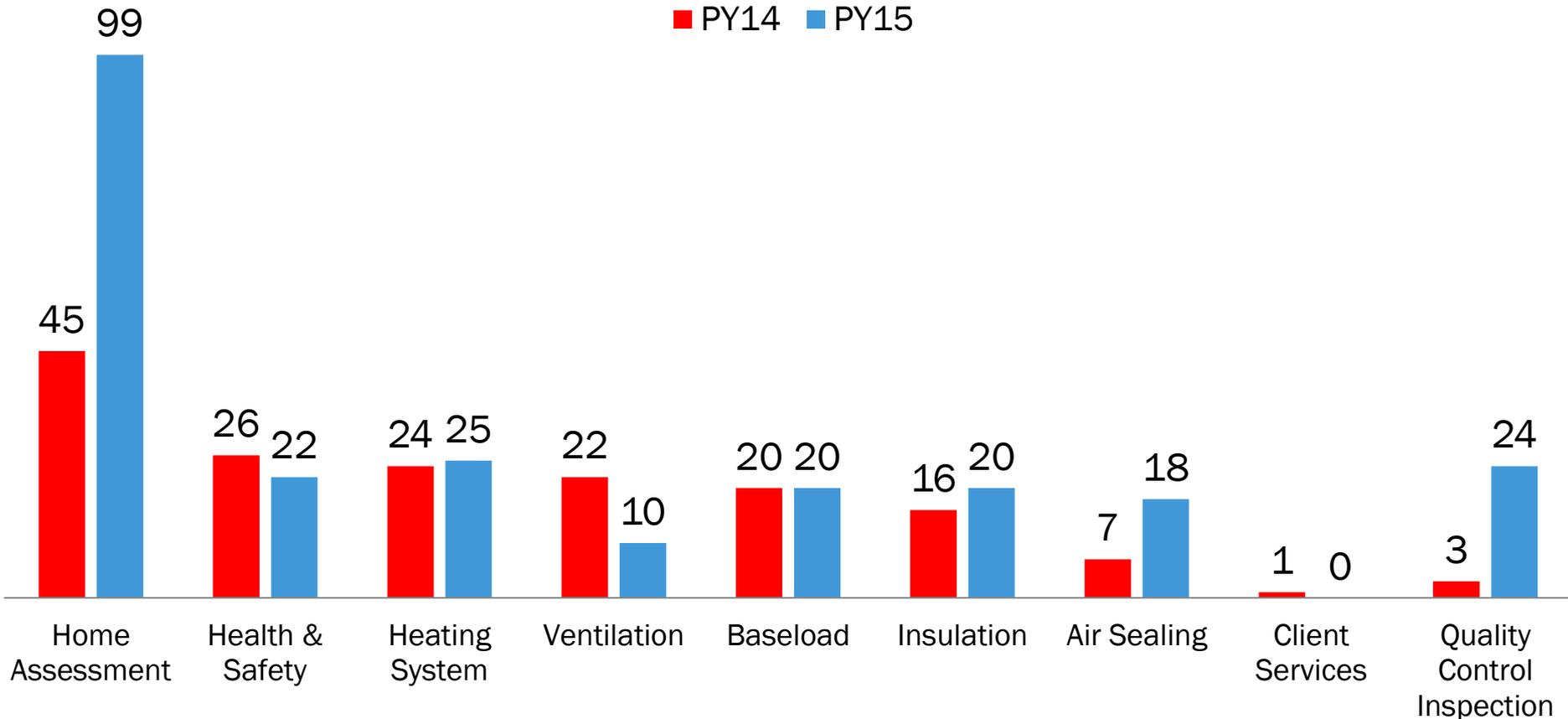
## Findings

■ PY14 ■ PY15



# Monitoring Analysis

## Compliance Issues



# Monitoring Analysis

PY15

Category	Findings	Compliance Issues	Observations
Home Assessment	39%	42%	30%
Health & Safety	25%	9%	5%
Heating System	11%	11%	2%
Ventilation	4%	4%	3%
Baseload	4%	8%	4%
Insulation	4%	8%	3%
Air Sealing	0%	8%	5%
Client Services	0%	0%	32%
Quality Control Inspection	14%	10%	15%
Totals	100%	100%	100%

# Monitoring Analysis

Why all the analysis?

What purpose does it serve?

- Helps focus T&TA efforts
- Identifies possible areas of policy revision
- Helps us tell our story

# Field Monitor's Review

- File
  - Required forms
  - Paper and/or computer audit (house assessment)
  - Relation of audit to data in WA
  - Work orders and audit thoroughness
  - QCI and quality of work
  - Estimates and actual costs compared to the audit data

# Field Monitor's Review

- Monitoring for compliance to DOE and Commerce requirements.
  - Strengthens the program
  - Ensures rules and goals are met
- From the entire State
  - Some are found once some are found multiple times – minor to major
  - Look at the local Monitoring reports for specifics in your area

# Monitor QA Review

- Home Assessment
- Health & Safety
- Heating System
- Ventilation
- Baseload
- Insulation
- Air Sealing
- Client Services
- Quality Control Inspection

# Review of some findings/compliance issues from PY15

# Home Assessment

## Missing information in audit

- Data is blank in WA
  - Paper forms are missing
  - Paper forms are incomplete
-

# Home Assessment

- Thermal and pressure boundary is not aligned
  - Incomplete
  - Not assessed
- House modeling missing
  - Forgotten or missed area of the shell

# Home Assessment

- House modeling is incorrect
  - Needs to be written down
  - Boundaries are not aligned
  - Current boundaries versus proposed
- Proposed boundary goals
  - How to complete in work order
  - Materials needed and instructions

# Measure Types

- Missing justification for an IRM
- Evaluating SIR for all ECM's

# Missing File Items

- Photos
- SHPO is missing
- Lien waivers
- Manual J
- QCI invoice review of equipment installed

# WA needs the following

- Data to evaluate ECM measures
- An updated Supply library
  - Incomplete materials
  - Incorrect or not current prices
  - Costs or sq. footages exceed the item count in the work order
- Current Fuel cost library

# The WA Library is your friend

- The more complete the library
  - Easier to use
  - Faster to complete an audit
  - More accurate the work order

# Accurate Modeling

- The insulation tab in the WA supply library does not include enough insulation types to accurately model a dwelling.
- Costs are incorrect
- Units of measurement are inconsistent with work that is completed
  - Units of each when it needs to be sq. ft.
  - Units in bags when it needs to be sq. ft.
  - Units of one when QCI needs a specific count

# Work Not Assessed

- Audit & work order
- Data not in WA
- No work order instructions or goals for air sealing
- Measure type errors

# Why work was completed

- H&S reason in WA or on work order
- H&S reason in paper audit & WA

# Health & Safety

- H&S data on form is incomplete
- WA H&S is blank
- No form in the client file

# Heating System

- Furnace PVC Venting pipes are not sealed
- Space between pipes is not correct
  - Manufacturers instruction
  - Local Codes
- Duct sealing/filter racks
- Incorrect metal tape used for duct sealing

# Heating System

- No MRV 6 filters
- No or incomplete furnace tests
- Invoice review of equipment installed
  - Filters
  - Filter rack
  - T-stat
- Mech. work completed after the shell work

# Ventilation

- No ASHRAE tests
- Only one test
  - Bath fan
  - Kitchen fan
- Audit or WA zonal test missing or incomplete
- Justification for more than one exhaust fan

# Baseload

- Meter refrigerators in WA
- Pipe wrap not sealed
- Or pipe wrap not to WH top
- WHB loose

# Insulation

- Insulation - quality
- Bypass
- Level blow
- FG batt loose

# Insulation

- Insulation tag not installed
- Rim joist left open and/or unsealed
- Cantilever was assumed to be uninsulated without verification

# Air Sealing

- Air sealing goal
  - BD incomplete
  - No notes as to why there are discrepancies
  - Could more be completed
  - Reviewed by QCI? Notes needed
- Bypass
- FG loose
- Attic doors loose

# Air Sealing

- Ducts not sealed
- Door WS
- Missed opportunity for air sealing
  - CFM
  - Moisture

# Client Services

- Client education on H&S
- LRRP - No documentation of work and No photos
- No ASHRAE label
- Sealing around new fan install
- Air sealing goals
- Meter refrigerator is incomplete

# Quality Control Inspection

- Insulation tag not installed
- Air sealing
- Invoice review of equipment installed/filters  
t-stat
- Workmanship issues identified should be caught during the visual inspection portion of the QCI.

# Quality Control Inspection

- WA data or tests missing or incomplete audit or WA
  - Zonal
  - Exhaust fan
  - Furnace tests
- Duct leakage
- CAZ documentation

# Photo Review

Review picture of work by location in the dwelling

# Attic

## Bag tag

The Manufacturer recommends that the insulation be installed at these minimum thicknesses, maximum coverage, and minimum weights per square foot to provide the levels of insulation thermal resistance (R) shown. Actual coverage may be influenced by job conditions and applicator technique.

Application Data

NET COVERAGE - NO FRAMING					
R Value @ 70° F	Initial Installed Thickness (Inches)	Settled Thickness (Inches)	Square Ft. Coverage Per Bag	Bags Per 1000 Square Ft.	Minimum Weight Per Square Ft.
R-13	4.4	3.9	64.1	15.6	.34
R-19	6.0	5.4	40.4	24.8	.54
R-22	6.9	6.2	34.1	29.3	.64
R-26	8.1	7.2	27.6	36.2	.79
R-30	9.3	8.3	23.4	42.7	.93
R-38	11.5	10.4	18.0	55.5	1.21
R-40	12.2	10.9	16.9	59.2	1.29
R-44	13.4	12.0	15.1	66.2	1.44
*R-49	15.0	13.4	13.3	75.2	1.64
R-55	16.8	15.0	11.7	85.5	1.87
R-60	18.3	16.3	10.5	95.2	2.07
<b>ATTIC</b>					
R-13.4	3.5	3.5	This bag will cover 29.2 sq. ft. in 2x4 Sidewalls at 3.0 lb. Density		
R-21	5.5	5.5	This bag will cover 15.9 sq. ft. in 2x6 Sidewalls at 3.0 lb. Density		
<b>SIDEWALL</b>					

*1 bag indoors attic  
6 in slabs*

## Insulation behind the dam



# Attic

Uneven insulation



Even insulation



# Bypass

Unsealed



Unsealed



# Bypass

**Sealed**



**Sealed**



# Basement

Unsealed ductwork



Sealed ductwork



# Basement

Unsealed rim joist



Sealed rim joist



# Basement

## Sealed rim joist



# Basement

**Unsealed poly**



**Sealed poly**



# Shell

No Storm



Unchecked cantilever



# Heating

Missing filter rack



Filter rack



# Heating

**Unsealed flue**



**Sealed flue**



# Heating

Unsealed MH boot



Sealed MH boot



# Heating

Unsealed siding



Sealed siding



# Baseload

## Incomplete pipe wrap



# Baseload

**Incomplete insulation**



**Complete insulation**



# ASHRAE

Label on ASHRAE fan



# PY15 Field Monitoring Review

Questions?



***PY15 Administrative Monitoring Review***

***Jodi Bellefeuille***

Minnesota Department of Commerce  
Division of Energy Resources

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# Administrative Monitoring – PY15

- PY15 administrative monitoring overview:
  - Mid-PY staff changes
  - 24 out of 25 SPs received a visit
  - Reports and responses

# Administrative Monitoring - PY15

- Program Year 2014 reports
  - 3 Categories
    - Production planning and budgeting
    - Client files
    - Contractor files
- Program Year 2015 reports
  - Categories aligned with 8 sections of the manual
  - Increased interaction with revised monitoring tool, WA data, agency policies/documents

# Administrative Monitoring - PY15

- Program Year 2015 Summary
  - Trends & Best Practices
    - Production trends
      - Slow start as SPs transitioned to SWS, QCI, and other policy changes
      - Overall, MN on track with production goals
      - Good planning/tracking systems observed

# Administrative Monitoring – PY15

- Program Year 2015 Summary
  - Trends & Best Practices Cont'd
    - PY15 policy changes
      - SPs reviewing changes as group/staff team
      - Revisions to local systems in response to changes
      - Commerce TTA requested when needed
    - Positive impacts of QCI on fiscal closeout
    - Improvements to contractor documentation

# Administrative Monitoring - PY15

- Program Year 2015 Summary
  - Common Issues Identified
    - Written policies needed
      - Non-emergency standalones
      - Priority criteria/client selection
      - Landlord contributions
      - Note: PY16 monitoring will include review of vermiculite policies (policy 3.8)

# Administrative Monitoring - PY15

- Program Year 2015 Summary
  - Common Issues Identified, cont'd
    - SWS language not included in contractor agreements
    - Continued fiscal closeout issues
    - Service to renters
      - Ex: Skipping renters in the local outreach or cold calling procedures
    - Unclear bidding/procurement
      - Set price lists not including all measures
      - Unclear bidding procedures in individual HH files
    - Staff not having up to date policy/etc.
      - Resulting in other compliance issues/findings
    - Repeated findings

# PY15 Admin Monitoring Review

Questions?



***PY16 Administrative  
Monitoring Expectations  
Brian Swanson***

Minnesota Department of Commerce  
Division of Energy Resources

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# Monitoring Expectations PY16

- Utilizing a risk assessment tool
- Ready for use in August
- Monitoring schedule TBD
- Increased desk monitoring

# Risk Assessment Tool

- Examples of assessment criteria
  - # of findings/compliance issues
  - Key staff turnover
  - Size of statewide allocation
  - Prior corrective action plan

# Monitoring schedule

- At least once in 3 years
- Additional visits based on risk
- TTA visits as needed

# Pre-visit monitoring

- 2-4 weeks prior to visit
- Pre-visit Questionnaire utilized
- Requested documents sent 1 week prior
- 1-2 days on-site visit

# On-site monitoring

- Two days
- Entrance and exit meetings
- Access to Fiscal Director, ED and WAP Coordinator
- Focus of meeting
  - Increased fiscal review
  - Production Planning
  - Client files
  - Contractor files

# Post-visit monitoring

- May request additional information
- Report written and emailed out
- Written response in 30 days

# PY16 Administrative Monitoring Expectations

Questions?



*PY16 Field*

*Monitoring Expectations*

*Bill Dixon & Dean Tran*

Minnesota Department of Commerce  
Division of Energy Resources

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# Field Monitoring Expectations PY16

- Minimum 5% total units state wide
- At least once per program year
- Monitoring schedule set in June.
- Additional visits as needed
- In-progress visits as needed

# Field Monitoring Expectations PY16

- Co-visits
  - More than one field monitor will visit the same dwelling(s)
  - Allow more on-site T&TA
- Split visits
  - More than one field monitor will visit different dwelling(s)
  - Increase monitoring production/reduce the number of monitoring visits
- Joint visits
  - One admin and one field monitor
  - Reduce the number of monitoring visits
- In-progress visits
  - In-progress dwelling(s)
  - T&TA

# Pre-visit field monitoring

- Visits will be set up 2-4 weeks prior
  - List of Household
- Requested documents sent 1 week prior
  - Consistency
  - Preparation
  - Information delivery
- Visits will be 1-2 days

# Pre-visit field monitoring

- File and WA review
  - Forms
  - Documents
    - Testing data, notes, pictures.
  - Measure
    - ECM, HSM, & IRM

# ECM

- WA
  - Library
    - Fuel cost
  - Work order
    - Cost
    - Units
  - Compare data in the files and WA
  - Measures and Job SIRs

# HSM

- File
  - Was it identified at the audit?
  - Check allowability with AMC
- WA
  - Documentation
    - AMC updated to clarify documentation requirements for specific measures
  - Work order
    - Cost
    - Unit

# IRM

- File
  - Was it identified at the audit?
  - Check allowability with AMC
- WA
  - Documentation
    - What is the ECM that makes the IRM necessary?
  - Work order
    - Cost (max. \$2000 per job with max. \$1000 per fund)
    - Unit

# Field Monitoring Process

- Pre-monitoring review
  - Identifying recurring issues from previous monitoring letters
  - WA Reports
  - Review production

# Service Providers Preparation – Prior to the monitoring Visit

- Review WA reports
  - Correct and clarifications
  - Adding notes or comments in WA
  - Confirm households time
  - Gather equipment
-

# On-site field monitoring

- Day of the monitoring visit
  - Entrance review
    - Client files and WA
    - Questions
  - On-site assurance inspection
    - QCI
  - Exit review
    - Review preliminary results
    - TTA

# Post-visit monitoring

- May request additional information
- Report issued via email
  - The letter
    - Observation
    - Compliance Issue
    - Finding
  - The issues log report
  - The quality assurance form
- Written response in 30 days

# PY16 Field Monitoring Expectations

Questions?



*Training Update*

*Ben Tucker*

Minnesota Department of Commerce  
Division of Energy Resources

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# WAP Training Update



*Picture: Minnesota Energy Conference, Conference Committee, used with permission*

# WAP Training Update

## Energy Savings



# WAP Training Update

Client *And Worker* Health and Safety



# WAP Training Update

## Quality Work

## Efficient and Effective Program Management



# WAP TRAINING UPDATE

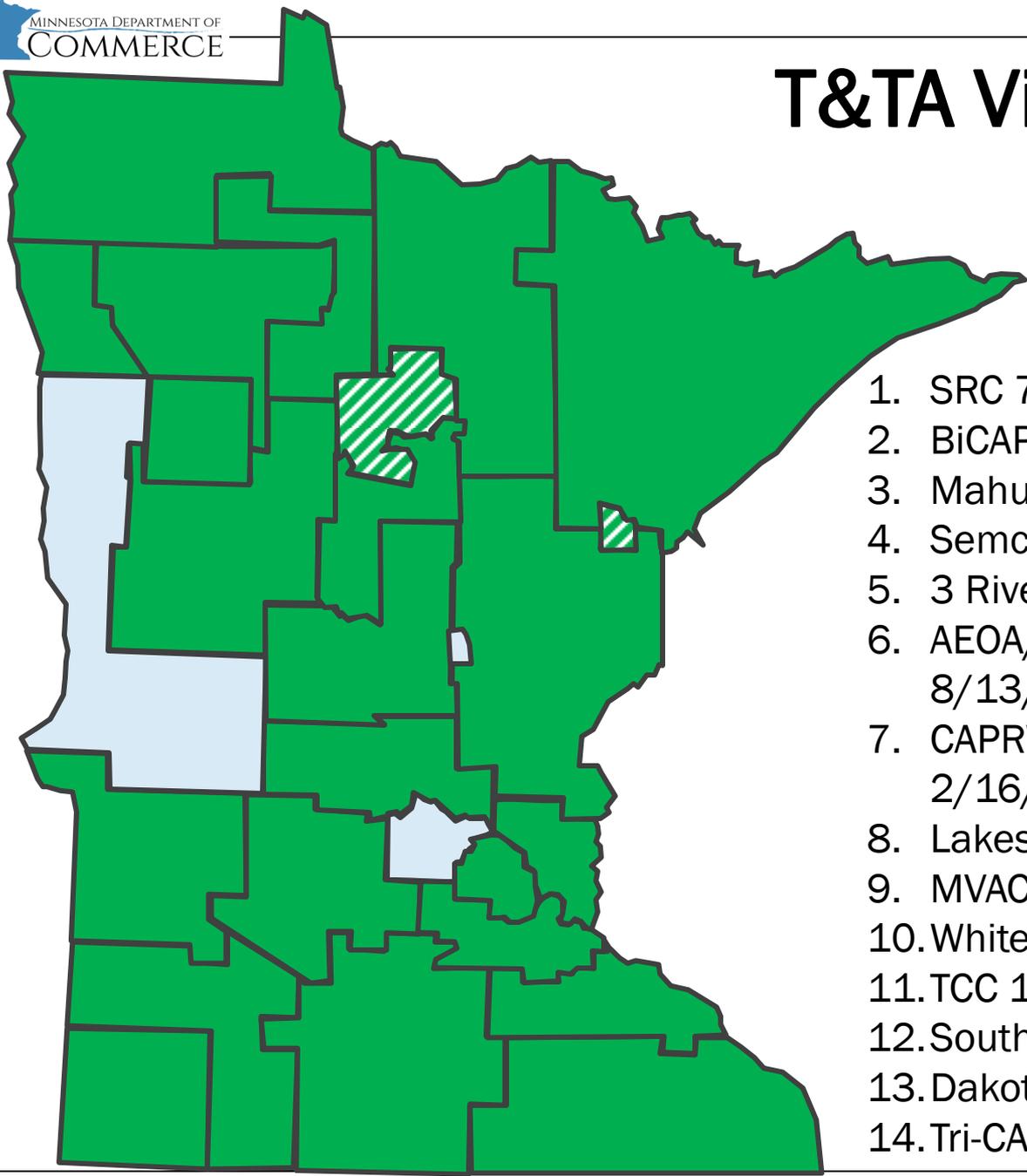
## PY15 Training Summary

- 9 Total Trainings
- Approximately 310 Attendees

### Training Update

Completed Trainings	Date	Attendees	
PY15 Annual Policy Training	7/14/15 - 7/15/15	60	Tier 2
WA for Auditors	8/19/15 -8/20/15	18	Tier 2
WA for Auditors, Oak Ridge	8/25/15	38	Tier 2
Crew Leader (2)	weeks of 1/11/16 and 2/1/16	15	Tier 1
Mid-Year Policy Update	1/20/2016	50	Tier 2
Energy Auditor - Intermediate	4/25/16 - 4/29/16	9	Tier 1
Energy Conference--Mobile Home	5/18/16 - 5/20/16	80	Tier 2
Energy Conference--Program Connections	5/18/16 - 5/20/16	40	Tier 2

# T&TA Visits PY15



Completed   
Not Scheduled 

1. SRC 7/23/15
2. BiCAP 8/3/15
3. Mahube 8/4/15
4. Semcac 8/5/15
5. 3 Rivers 8/11/15
6. AEOA/FDL/Kootasca /Leech lake 8/13/15
7. CAPRW 8/17/15 (DOE), 10/15/15, 2/16/16 and 2/18/16 (Multi)
8. Lakes & Pines 8/19/15 (DOE) & 6/8/16
9. MVAC 9/14/15
10. White Earth/ICCC/ NW 9/15/15
11. TCC 10/1/15
12. Southwest Service Providers 10/8/15
13. Dakota 10/16/15
14. Tri-CAP 10/22/15

# WAP Training Update

- Tier 1 Training:
  - Comprehensive, occupation-specific
  - JTA aligned
  - Accredited Agency
  - e.g. Energy Auditor, QCI, Crew Leader
- Tier 2 Training:
  - Single-issue, short-term
  - e.g. Dense packing, crawlspace, ASHRAE

# WAP Training Update

- Tier 1 PY16
  - HEP Quality Control Inspector (QCI)
  - HEP Energy Auditor (EA)
  - Crew Leader (CL)
  - Multifamily Building Analyst



*Fond du Lac Tribal and Community College*  
*Picture: [DSGW Architects](#)*

# WAP Training Update

- New QCI Training and Certification
  - Audience:
    - Staff will perform inspections
      - who meet BPI prerequisites
      - Not yet QCI certified
  - 5 day training, followed by testing soon after
  - At Fond du Lac Tribal and Community College
  - Week of September 19, 2016,
  - Testing to follow, week of September 26,
  - June 5-9, 2017 (tentative)

# WAP Training Update

- QCI Review and Retesting
  - Audience:
    - Currently certified QCI
    - Within six months of recertification
  - One day review
  - Field Testing the same week
  - No written test required (if CEUs are up to date)
  - At Fond du Lac Tribal and Community College
  - Weeks of February 6 and 13, 2017

# WAP Training Update

- Energy Auditor (EA)
  - Audience:
    - **Newer Auditors** to prepare for Building Analyst
    - **Experienced Auditors** to sharpen their skills
  - Two weeks (non concurrent)
  - In class testing
  - Held at Fond du Lac Tribal and Community College
  - August 1-5 and August 15-19 and
  - January 9-13 and January 23-27

# WAP Training Update

- Crew Leader (CL) Training
  - Audience:
    - Crew members
    - Contractors (Policy Manual 6.9.2.1, 7.6.1)
    - Staff who supervise crews and contractors
  - 5 day training
  - In class testing
  - Held at Fond du Lac Tribal and Community College
  - January 23-27

# WAP Training Update

- Multifamily Building Analyst
  - For Multifamily buildings of 5 or more units
  - Audience: Auditors and QCI at agencies that:
    - Currently weatherize multifamily buildings, or
    - Interested in weatherizing multifamily buildings (5+)
  - Location TBD
  - MF QCI certification is not currently offered

# WAP Training Update

## Tier 2 Trainings

- Mechanical Training
- Wisconsin Technical Training Conference
- Minnesota Energy Conference
- Mid Year Update
- Weatherization Assistant



*Duct boot manufacturing, Minnesota Energy Conference  
Picture: Community Housing Partners used with permission*

# WAP Training Update

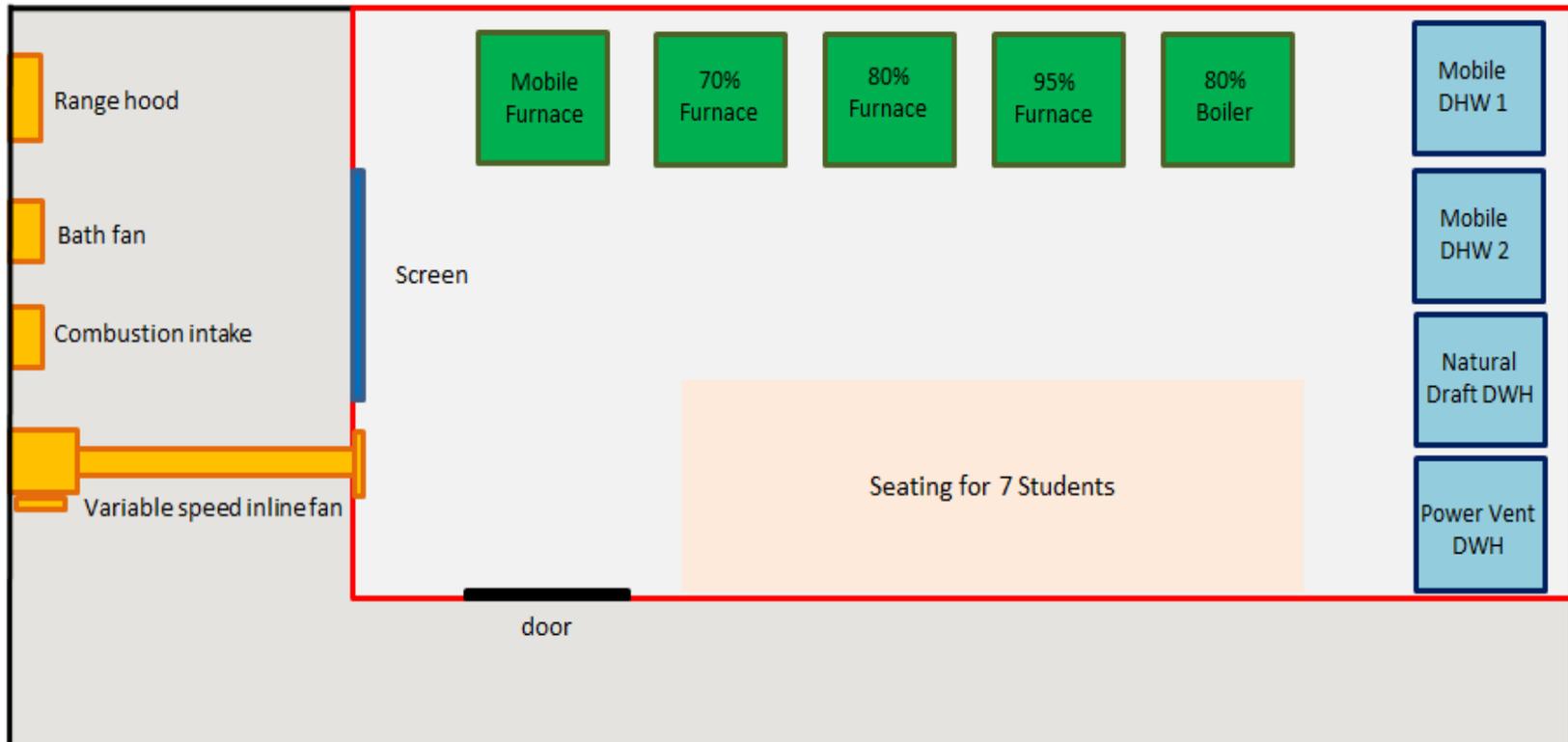
- Additional Tier 2 Trainings
  - ASHRAE 2016 Webinar (effective July 2017)
  - Multifamily Ventilation for High Rise Buildings
  - Administrative Training

# WAP Training Update

- Mechanical Training
  - Timeline
    - RFP & curriculum development July-Nov. 2016
    - Training begins December 2016/January 2017
  - Please suggest mechanical training topics
  - CAPRW furnace lab a resource

# WAP Training Update

- CAPRW Training Lab
  - Seven students per class (per fire code)
  - Nine appliances
  - Variety of ventilation creates a CAZ



# WAP Training Update

- Wisconsin Technical Training Conference
  - Audience: Primarily Technical Staff
  - Description
    - Technical Training Conference
    - DOE representatives and national experts
  - Wausau, WI
  - September 12-15, 2016

# WAP Training Update

- Minnesota Energy Conference
  - Audience: All WAP and EAP staff
  - RFP is in process
  - Location should be decided in August
  - Conference Date: May 10-12 or May 17-19
  - Consider conference committee participation

# WAP Training Update

- Mid Year Policy Update
  - Audience: Coordinators and lead staff
  - Held at Coyote Moon Grill, St. Cloud
  - Wednesday, January 18

# WAP Training Update

- Weatherization Assistant Training
  - WA for Administrative Staff
  - WA Libraries and Database Management
  - WA for Energy Auditors (not currently planned for PY16)

# WAP Training Update

- Other Tier 2
  - ASHRAE 2016 Webinar
  - Multifamily Ventilation Training for High Rise
    - Techniques for Measuring
    - Techniques for Upgrading Ventilation Systems
    - As needed
  - Administrative Training

# WAP Training Update

- Summary
  - PY15: 9 trainings, approximately 310 attendees
  - PY16:
    - Tier 1: QCI, EA, CL, Multifamily Building Analyst
    - Tier 2
      - Technical: Mechanical training, Wisconsin Technical Training Conference
      - Mid Year Policy Update, WA, Minnesota Energy Conference

# WAP Training Update

- Training Survey
  - Gauging needs and interest
  - Important for contracting and training purposes
  - Especially important for Tier 1
    - CL, crews *and* contractors
    - QCI Recertification, many are up this year
    - New QCI
    - Energy Auditor
    - Multifamily QCI

# Thank You

Questions: [weatherization.commerce@state.mn.us](mailto:weatherization.commerce@state.mn.us)



*Picture: Minnesota Energy Conference, Conference Committee, used with permission*

# Feedback & Discussion

- Individually write down any remaining questions
- Discuss at your table – (volunteer to record)
  - See if your group can add clarity
  - Record questions on the large paper
    - Commerce will collect these questions and provide answers.
- Share with the larger group - (volunteer to speak)

# Feedback & Discussion

THANK YOU!!

[weatherization.commerce@state.mn.us](mailto:weatherization.commerce@state.mn.us)